



Employee Online

User Manual

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Employee Online Contacts

Treasurer's Office

722 Moody, 4th Floor

Galveston, TX. 77550

Treasurer's Office	Main Line	(409)770-5395
Crystal Cooper	Assistant County Treasurer	(409)770-5428
Marcie Bailey	Payroll Manager	(409)770-5387
Yvette Holmes	Payroll Technician	(409)770-5382

Human Resources

722 Moody, 3rd Floor

Galveston, TX. 77550

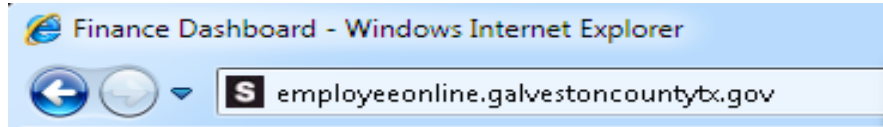
Human Resources	Main Line	(409)770-5418
Kathy Branch	Employee Relations Director	(409)770-5352
Corey Jannett	Sr. Benefits Advocate	(409)770-5345
Christie Motogbe	Payroll Specialist	(409)770-5348

How to Log In



Log In Instructions

Type in the following website address onto the internet browser bar:



Compatible internet browsers:

- Internet Explorer (IE)
- Firefox
- Google Chrome.

User ID is your **Employee ID**, which can be found on your last printed pay stub or health insurance card.

The 1st time Password is your **SSN**. **After you log in, you will be required to change your password.**

Passwords are not case sensitive, but must contain a minimum of 7 characters, with at least 1 number, and cannot include any special characters such as a pound sign (#) or a dollar sign (\$). **Please contact Human Resources or the Treasurer's Office for any assistance.**

A screenshot of a web login page. The page has a blue header with the word "Login" in white. Below the header, there are two input fields. The first is labeled "User ID:" and contains the text "E00001". The second is labeled "Password:". Below the password field, there is a blue button with a magnifying glass icon and the word "Login". Below the button is a blue link that says "Forgot Login". At the bottom right of the page, there is a blue link with a question mark icon and the word "Help".

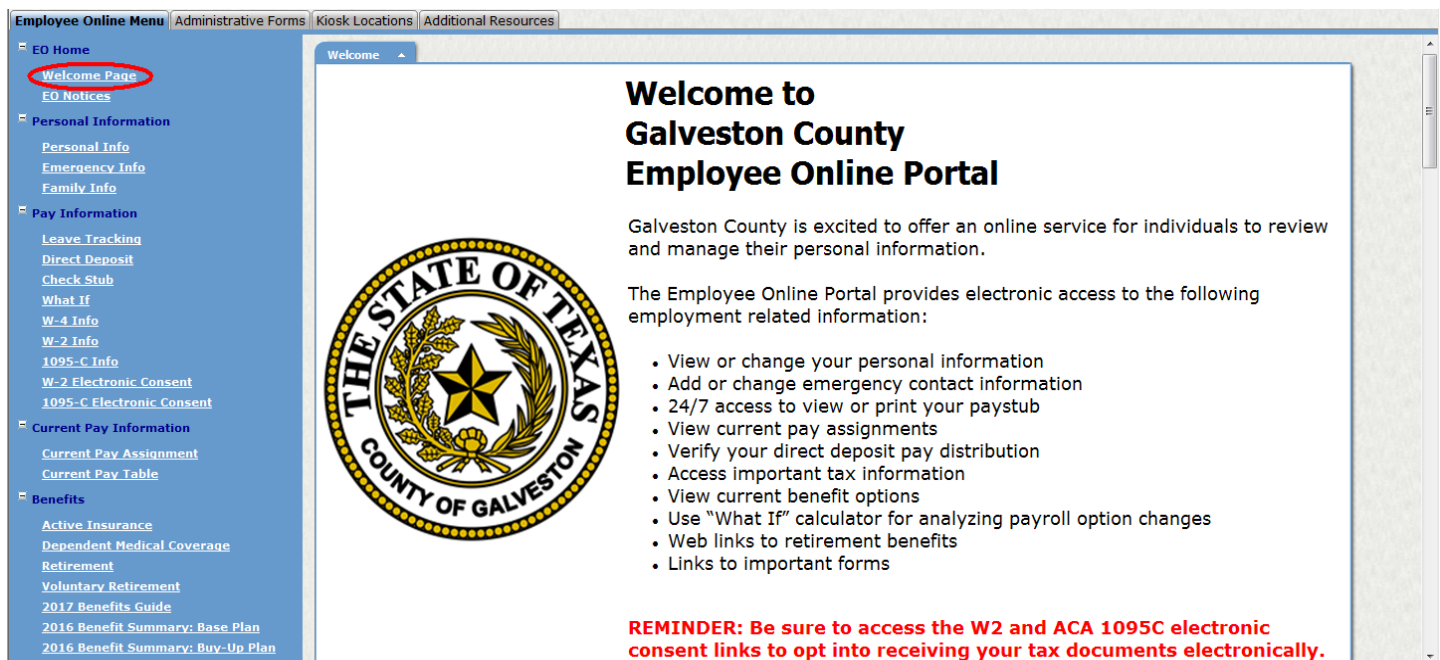
Navigating through Employee Online



Welcome Page

The Employee Online **Welcome Page** showcases a number of helpful things:

- General information about Employee Online
- Current reminders from the Treasurer's Office or Human Resources
- Contact info for the Treasurer's Office and Human Resources
- Payroll Schedule & change deadlines
- Holiday Schedule



Employee Online Menu tab

The Employee Online Menu is found on the left side of the screen. The menu contains links to various types of employee information.



The screenshot displays the Galveston County Employee Online Portal. On the left, a blue sidebar menu is highlighted with a red border. The menu includes sections for EO Home, Personal Information, Pay Information, Current Pay Information, and Benefits, each with several sub-links. The main content area on the right features a 'Welcome' tab, the Galveston County seal, a welcome message, a list of services provided, and a red reminder about electronic access to W2 and ACA 1095C documents.

Employee Online Menu | Administrative Forms | Kiosk Locations | Additional Resources

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 - Personal Info
 - Emergency Info
 - Family Info
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 - Check Stub
 - What If
 - W-4 Info
 - W-2 Info
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- Current Pay Information
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 - Current Pay Table
- Benefits
 - Active Insurance
 - Dependent Medical Coverage
 - Retirement
 - Voluntary Retirement
 - 2017 Benefits Guide
 - 2016 Benefit Summary: Base Plan
 - 2016 Benefit Summary: Buy-Up Plan

Welcome

Welcome to Galveston County Employee Online Portal

Galveston County is excited to offer an online service for individuals to review and manage their personal information.

The Employee Online Portal provides electronic access to the following employment related information:

- View or change your personal information
- Add or change emergency contact information
- 24/7 access to view or print your paystub
- View current pay assignments
- Verify your direct deposit pay distribution
- Access important tax information
- View current benefit options
- Use "What If" calculator for analyzing payroll option changes
- Web links to retirement benefits
- Links to important forms

REMINDER: Be sure to access the W2 and ACA 1095C electronic consent links to opt into receiving your tax documents electronically.

“EO Notices” Link



Notices or special announcements for Galveston County employees will be posted under this link. Please contact the Treasurer’s Office or Human Resources with any questions.

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- EO Notices**

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- Family Info

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Current Pay Information

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Benefits

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- 2016 Benefit Summary: Buy-Up Plan
- 2016 Benefit Summary: HDHP

Employee Online Notices

To view important employee information and notifications, please visit the EO Notices link often.

Thanksgiving Holidays

Notice to employees: The County will be closed Thursday, November 24, and Friday, November 25, 2016, in observance of Thanksgiving.

Christmas Eve (Observed)

Notice to employees: The County will be closed Friday, December 23, 2016, in observance of Christmas Eve.

Important Tax Information Reminder

Year End Reminder: For the purposes of W-2 and ACA 1095C Tax Forms, please visit the "Personal Info" link under Personal Information to verify your mailing address. If corrections are needed, make the desired changes and

“Personal Info” Link



The Personal Info link is for employees to update their personal information, including mailing address, phone numbers, and email address. Instructions are provided on how to change your current information.

A screenshot of a web application titled "Employee Online Menu". The menu on the left includes sections for "EO Home", "Personal Information", "Pay Information", "Current Pay Information", and "Benefits". The "Personal Information" section is expanded, and the "Personal Info" link is circled in red. The main content area displays the "Employee Personal Information" form for "JOHN A DOE". The form includes fields for Name, Address, Phones, and Misc. The "Personal Info" link is circled in red in the left sidebar.

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Employee Personal Information JOHN A DOE [Help](#)

Name
Employee Name: JOHN A DOE
Employee ID: E00001

Address
Address Line 1: 123 1ST MAIN ST
Address Line 2:
City: GALVESTON State: TEXAS
Zip: 77550 -
Email: name@email.com
Privacy Level: PRIVATE

Phones
Phone Number: CELL (555) 555-5555
Phone Number: HOME (999) 999-9999
Phone Number: OFFICE (555) 555-1234
Phone Number:
Phone Number:
Phone Number:

Misc
Date of Birth: 1/1/1975
Hire Date: 4/20/2010

“Emergency Info” Link



The Emergency Info link is for employees to view & update their emergency contact, including name, address, and phone number. Instructions on how to add or update contacts are provided on the screen.

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Emergency Contacts JOHN A DOE Help

No data available

To add emergency contacts, click the add button or click the underlined link to edit a contact.

Add

Request Submitted

“Family Info” Link



The Family Info link is for employees to view a listing of their family members on file in Human Resources. For more details, or to update the information, please contact Human Resources.

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JOHN A DOE [Help](#)

Name	Relationship	Birth Date	Gender
JANE B DOE	CHILD	01/01/2001	F
JESSICA C DOE	CHILD	02/01/2005	F
JOE P DOE	CHILD	03/01/2007	M
JULIE L DOE	CHILD	04/01/2009	F

This is a listing of your family members. It may not be complete and an inclusion here does not necessarily mean an individual is listed as a beneficiary or dependent on any coverage you may have.

“Leave Tracking”



Link



The Leave Tracking link is for employees to view their banked vacation and sick hours. **It does not include the hours as they are accrued throughout the year, but the hours that are awarded on the yearly anniversary date.** For more details, please contact Human Resources or the Treasurer's Office.

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*** DISCLAIMER NOTICE ***

The hours shown do not include employee accrual hours. Vacation hours are for the current year total. If current vacation balance is negative (-), you are using your accrued vacation hours for next year. If you have any questions or concerns please contact the Treasurer's Office at 409-770-5390.

ID: E00001
Name: JOHN A DOE

Leave Type: Vacation Balance
Years of Detail: 1

Submit

Current Balance: 56.00000

Date	Period	Trans Amt/Hour	Code	End Balance
09/07/2016	1601019	3.00000 3024	VC ADJ	56.00000
08/31/2016	1601019	-2.00000 3020	VC USED	53.00000
04/20/2016	1601009	40.00000 3023	VC AWD	55.00000
04/19/2016	1601009	-8.00000 3020	VC USED	15.00000
04/14/2016	1601009	-8.00000 3020	VC USED	23.00000
04/13/2016	1601009	-8.00000 3020	VC USED	31.00000
11/18/2015	1501024	40.00000 3023	VC AWD	39.00000
10/21/2015	1501022	40.00000 3023	VC AWD	-1.00000

“Direct Deposit” Link



The Direct Deposit link is for employees to view the direct deposit accounts they have set up. Instructions are provided on how to make changes. For more details, contact Human Resources.

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Direct Deposit JOHN A DOE [Help](#)

Bank Name	Account	Amt	Status
Amoco Federal Credit Union	*****9999 (Checking)	Net	Active
Amoco Federal Credit Union	*****8888 (Savings)	\$50.00	Active

Net Amount is the balance of each check after all other direct deposit distributions have been applied.

To make changes to your direct deposit distribution complete the "Direct Deposit Authorization" form (link provided below) and submit to Human Resources. For new account set-ups please include a voided check or a print out from your financial institution.

[Direct Deposit Authorization](#)

“Check Stub” Link

The Check Stub link is for employees to view and print their check stubs. **Click the date link** to select the desired check stub.

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 - Check Stub**

Check Stub JOHN A. DOE

Check Date: 09/14/2016
08/31/2016

Check Number: 90470782
 90469865

To view or print a check stub, click on the underlined date corresponding to the desired check.

For assistance, please visit the Treasurer's Office or call (409)770-5390.

A link at the bottom of the check stub, labeled **“Check Stub Explanation,”** will bring up a document that explains all of the items on your check stub. For more details, contact the Treasurer's Office.

GALVESTON COUNTY
 KEVIN C. WALSH, CPA
 722 MOODY AVE, 4TH FLOOR
 GALVESTON, TX 77550

Questions:
 Payroll Division
 409-770-5387
 TreasurerPayroll@co.galveston.tx.us

NAME: DOE, JOHN A
 EMP ID#: E00001
 DEPT #: 151519
 FED STATUS/EXEMPT: S / 0 ADD'L WH. 0.00

CHECK #: 090470782
 CHECK DATE: 09/14/2016
 PAY PERIOD END: 09/07/2016
 HIRE DATE: 04/20/2010

GROSS PAY: 1,164.97
 DEDUCTIONS: 431.41
 NET PAY: 733.56

GROSS EARNINGS					EMPLOYEE DEDUCTIONS			COUNTY PAID BENEFITS		
DESCRIPTION	HOURS	RATE	CURR. AMT	YTD AMT	DESCRIPTION	CURR. AMT	YTD AMT	DESCRIPTION	CURR. AMT	YTD AMT
SALARY	48.0	13.49	647.55	11912.82	Pre-Tax Deductions:			TXABLGLI	2.98	35.41
JURY LV	12.0	13.49	161.89	161.89	AUL	71.41	863.38	TXABLGLI	-2.98	-35.41
CMPUSED	8.0	13.49	107.93	539.65	TCDRS	81.55	985.93	AUL	42.02	508.04
HOLIDAY	8.0	13.49	107.93	858.14	VISN-HUM	4.51	58.63	MEDICARE	16.94	204.73
OT 1.5	3.0	20.23	60.71	60.71	HUMANA-S	8.04	104.40	HEALTH	246.92	3,209.96
VC USED	2.0	13.49	26.98	350.76	MEDICAL	92.77	1,206.01	AULWAIVE	1.16	14.09
SK USED	2.0	13.49	26.98	175.38	AUL VOLU	30.00	30.00	STD LIFE	18.41	222.52
+AJTBOT			25.00	25.00	NATIONWD	30.00	30.00	JPL	13.75	166.25
OT-REG	1.0	13.49	13.49	13.49				TCDRS	130.59	1,578.91
DOCK HRS	-1.0	13.49	-13.49	-13.49				STD LRL	26.77	323.65
TOTAL			1,164.97	14,084.35	After-Tax Deductions:			SUI	5.24	63.41
BANKING INFORMATION					COUNTY	0.00	100.00			
2999 EFT NET				683.56	Federal Taxes:					
2987 EFT 1				50.00	MEDICARE	16.94	204.73			
					IRS-WH	96.19	1,220.31			
					TOTAL	431.41	4,803.39	TOTAL	501.80	6,291.56

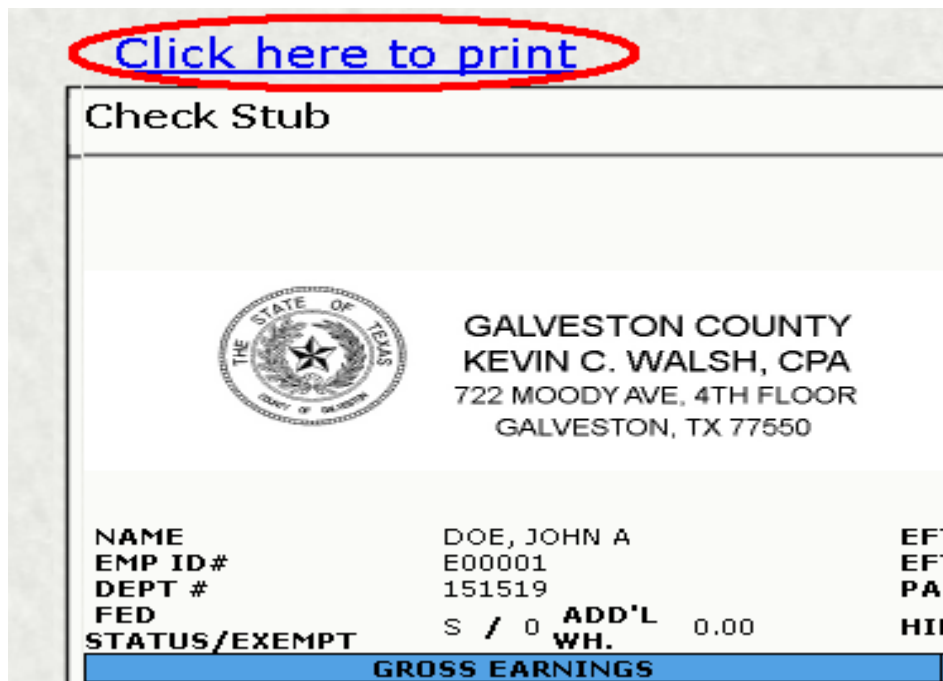
FEDERAL TAXES			LEAVE RECORD			
	CURRENT	YTD	Description	Beg	Change (+/-)	End
Gross Earnings	1,164.97	14,084.35	VacTot			70.86
FIT Taxable Earnings	846.69	10,806.00	CurrYr	56.00	-2.00	57.00
Net Pay	733.56	9,280.96	Accru	9.24	4.62	13.86
			Sick	109.00	-5.00	104.00
			Comp	22.64	-5.00	17.64

MESSAGE
 BIWEEKLY#19 TEST PAID ON 09/14/2016

[Back](#) [Check Stub Explanation](#)


Printing a check stub

To print a check stub, Click on “**Click here to print**” at the top left corner.



[Click here to print](#)

Check Stub

 GALVESTON COUNTY
KEVIN C. WALSH, CPA
722 MOODY AVE, 4TH FLOOR
GALVESTON, TX 77550

NAME	DOE, JOHN A	EF1
EMP ID#	E00001	EF1
DEPT #	151519	PA'
FED		
STATUS/EXEMPT	S / 0 ADD'L WH. 0.00	HIF
GROSS EARNINGS		

“What If” Link



The What If link is for employees to view what their paycheck might look like, hypothetically based, on a number of changes that could be made. For more details, contact the Treasurer's Office.

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- 1095-C Info
- W-2 Electronic Consent
- 1095-C Electronic Consent

Current Pay Information

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- Current Pay Table

Benefits

Active Insurance

What If

JOHN A DOE

Help

WHAT IF CALCULATOR				RESULTS		
	Description	Baseline	What If	Description	Baseline	What If
GROSS	DOLLARS			EARNINGS		
PRETAX	PRETAX1			PRETAX DEDS		
	PRETAX2			TAXABLE EARNINGS		
	NEW PRETAX			FICA EARNINGS		
TAXES	FIT STATUS			FED WITHHOLDING		
	FIT EXEMPTIONS			FICA WITHHOLDING		
	FIT ADDITIONAL			MEDI WITHHOLDING		
	SIT STATUS			SIT WITHHOLDING		
	SIT EXEMPTIONS					
	SIT ADDITIONAL			ESTIMATED NET		
POSTTAX	DEDUCTION 1			<i>Estimates will be based on checks in month.</i>		
	DEDUCTION 2					
	DEDUCTION 3					
	DEDUCTION 4					

Create Baseline

This screen is an estimation tool only. It cannot calculate exactly what will appear on your next check.

If you leave the Baseline dollars field blank the system will provide a default dollar amount. Please view the Help file for further information about how this screen works.

“W-4 Info” Link

The W-4 Info link is for employees to view the tax withholdings they have chosen via their most recently submitted IRS W-4 Form. Instructions are provided on how to make changes. For more information, contact Human Resources.

The screenshot displays the 'Employee Online Menu' interface. On the left, a blue sidebar contains a list of links under various categories. The 'W-4 Info' link is circled in red. The main content area shows the 'W-4 Information' page for 'JOHN A DOE'. This page includes fields for 'Filing Status' (set to 'MARRIED FILING AT SINGLE RATE ("S" SENT TO PY)'), 'Exemptions' (set to 0), and 'Additional Withholding' (set to \$0.00). A 'W-4 Form' link is visible. Below the form fields, a text box provides instructions: 'To make changes to your tax deductions complete the IRS Form W-4 (link provided above) and submit to Human Resources. When submitting the form please note the payroll deadlines as indicated on the welcome page.'

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W-4 Information JOHN A DOE [Help](#)

Federal Tax **Record Status:** Active

Filing Status: Exemptions:

Additional Withholding: [W-4 Form](#)

To make changes to your tax deductions complete the IRS Form W-4 (link provided above) and submit to Human Resources. When submitting the form please note the payroll deadlines as indicated on the welcome page.

“W-2 Info” Link

The W-2 Info link is for employees to view and print their most recent IRS W-2 Forms. These forms are generated each year by the County for employees to file their federal income tax returns. (Instructions are provided on how to view and print these forms.) For more details, contact the Treasurer's Office.

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 - W-2 Info**
 - 1099-C Info

W-2 Information JOHN A DOE [Help](#)

W-2
W2-2015 Create Date
11/21/2016 3:41:56 PM

To view or print a W-2, click on the underlined link corresponding to the desired document.
For assistance, please visit the Treasurer's Office or call (409)770-5390.

W-2 Information JOHN A DOE [Help](#)

[Back](#)

To print, click link below, or on the printer icon in the document.

[Click Here to Print](#)

Copy B To Be Filed With Employee's FEDERAL Tax Return		2015		OMB No. 1545-0008
a Employee's soc. sec. no. 555-55-5555	1 Wages, tips, other compensation 14702.67	2 Federal income tax withheld 1655.57		
b Employer ID no. (EIN) 746000908	3 Social security wages	4 Social security tax withheld		
	5 Medicare wages and tips 18852.89	6 Medicare tax withheld 273.33		
c Employer's name, address, and ZIP code GALVESTON COUNTY, TEXAS Galveston County Courthouse 722 Moody, 4th Floor Galveston, TX 77550-1907				
d Control number 00000000678				
e Employee's name, address, and ZIP code TESTING A EID# AAA GALVESTON, TX 77550				
7 Social security tips	8 Allocated tips	9		
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12		
13 Statutory employee	14 Other	12b Code		
Retirement plan		12c Code		

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return		2015		OMB No. 1545-0008
a Employee's soc. sec. no. 555-55-5555	1 Wages, tips, other compensation 14702.67	2 Federal income tax withheld 1655.57		
b Employer ID no. (EIN) 746000908	3 Social security wages	4 Social security tax withheld		
	5 Medicare wages and tips 18852.89	6 Medicare tax withheld 273.33		
c Employer's name, address, and ZIP code GALVESTON COUNTY, TEXAS Galveston County Courthouse 722 Moody, 4th Floor Galveston, TX 77550-1907				
d Control number 00000000678				
e Employee's name, address, and ZIP code TESTING A EID# AAA GALVESTON, TX 77550				
7 Social security tips	8 Allocated tips	9		
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12		
13 Statutory employee	14 Other	12b Code		
Retirement plan		12c Code		

“1095-C Info” Link

The 1095-C Info link is for employees to view and print the most recent 1095-C Form. This form provides information about the health coverage offered by the county and information concerning enrollment coverage. (Instructions are provided on how to view and print these forms.) For more details, contact the Treasurer's Office or Human Resources.

The screenshot shows the 'Employee Online Menu' with a sidebar on the left containing various links. The '1095-C Info' link is circled in red. The main content area displays '1095-C Information' for JOHN A DOE, with a '1095-C Document' link also circled in red. Below this, instructions are provided to view or print the document, and a contact number (409)770-5390 is listed for assistance.

This screenshot shows the '1095-C Information' page for JOHN A DOE. It includes a 'Back' button and a message: 'To print, click link below, or on the printer icon in the document.' The link 'Click Here to Print' is circled in red.

The screenshot displays the '1095-C Employer-Provided Health Insurance Offer and Coverage' form for the year 2015. It includes sections for Employee Information, Employer Information, and a table for Covered Individuals. The table shows coverage for JOHN A DOE from January to December 2015.

Part I Employee		Part II Employee Offer and Coverage		Part III Covered Individuals	
1 Name of employee JOHN A DOE	2 Social security number (SSN) ***-**-5555	14 Offer of Coverage (enter required code) 1A	15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage \$	17 JOHN A DOE	18
3 Street address (including apartment no.) 1235678 MAIN ST	4 City or town GALVESTON	5 State or province TX	6 Country and ZIP or foreign postal code 77550	19	20
7 Name of employer GALVESTON COUNTY	8 Employer identification number (EIN) 74-6009008	9 Street address (including room or suite no.) 722 MOODY	10 Contact telephone number 4097705345	21	22
11 City or town GALVESTON	12 State or province TX	13 Country and ZIP or foreign postal code USA 77550	14 Offer of Coverage (enter required code) 1A	15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage \$	16 Applicable Section 4980H Safe Harbor (enter code, if applicable)

Electronic W-2 and W-4 Consents



“Electronic W-2 Consent” Link

W-2 Electronic Consent link is for employees to consent to receiving the W-2 tax form electronically. To consent, place a check mark in the box located at the bottom of the screen and click the “Save” button.

Note: If you consent, paper forms will not be mailed.

The screenshot displays the 'Employee Online Menu' on the left sidebar with categories like EO Home, Personal Information, Pay Information, Current Pay Information, and Benefits. The 'W-2 Electronic Consent' link under 'Pay Information' is circled in red. The main content area is titled 'W-2 Electronic Consent - Go Paperless!' and shows the user 'JOHN A DOE'. A link 'Click here to print W-2 Consent' is circled in red at the top. The form content includes instructions from the Galveston County Employee Self-Service portal regarding the electronic W-2 tax statement. At the bottom, there is a blue bar with the text 'I consent to only receive an electronic copy of my W2:' followed by a checkbox (indicated by a red arrow) and a 'Save' button.

To print the consent form, click the “Click here to print W-2 Consent” link located at the top of the screen. For more details, contact the Treasurer’s Office.

“Electronic 1095-C Consent” Link

1095-C Electronic Consent link is for employees to consent to receiving the 1095-C form electronically. To consent, place a check mark in the box located at the bottom of the screen and click the “Save” button.

Note: If you consent, paper forms will not be mailed.

The screenshot displays the 'Employee Online Menu' on the left sidebar, with '1095-C Electronic Consent' highlighted in red. The main content area is titled '1095-C Electronic Consent - Go Paperless!' and shows a user named 'JOHN A DOE'. A red circle highlights the link 'Click here to print 1095-C Consent' at the top. Below this is the '1095-C Electronic Affordable Health Care Consent Form' with the following text:

Galveston County Employee Self-Service Instructions for Electronic Affordable Care Act (ACA/1095-C) Statement:
As required by the Internal Revenue Service, Galveston County must provide all employees a 1095 C Health Care Statement each calendar year to be used by the employee in completing their annual US Income Tax Return. The 1095-C details the employee's Health Insurance coverage information for the year. For prior years, Galveston County employees received paper copies of their Health Care Coverage form.

As an alternative to the paper form, Galveston County employees may consent below to receive their 1095-C statement electronically online through Galveston County Employee Online, self-service portal. Please read this notice in its entirety and provide your consent in order to receive all future Affordable Health Care

At the bottom, there is a blue bar with the text 'I consent to only receive an electronic copy of my 1095-C:' followed by a checkbox (indicated by a red arrow) and a 'Save' button.

To print the consent form, click the “Click here to print 1095-C Consent” link located at the top of the screen. For more details, contact the Treasurer’s Office.

“Current Pay Assignment” Link

The Current Pay Assignment link is for employees to view information regarding their current pay rate. For more details, contact Human Resources.

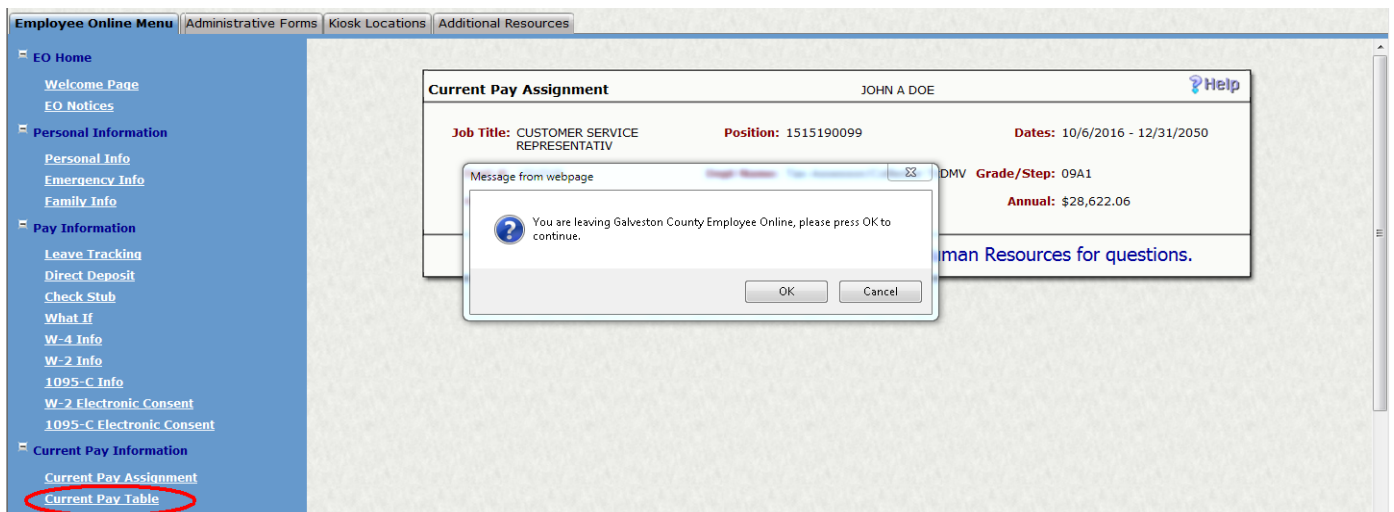
The screenshot shows the 'Employee Online Menu' interface. The left sidebar contains a tree view with categories: EO Home, Personal Information, Pay Information, and Current Pay Information. The 'Current Pay Assignment' link under 'Current Pay Information' is circled in red. The main content area displays the 'Current Pay Assignment' for 'JOHN A DOE'. The information is presented in a table-like format with the following details:

Current Pay Assignment			JOHN A DOE	Help
Job Title: CUSTOMER SERVICE REPRESENTATIV	Position: 1515190099	Dates: 10/6/2016 - 12/31/2050		
Dept #: 151519	Dept Name: Tax Assessor/Collector TxDMV	Grade/Step: 09A1		
Hourly: \$13.76	Bi-Weekly: \$1,100.85	Annual: \$28,622.06		

Below the table, a message states: 'This reflects your current pay information. Contact Human Resources for questions.'

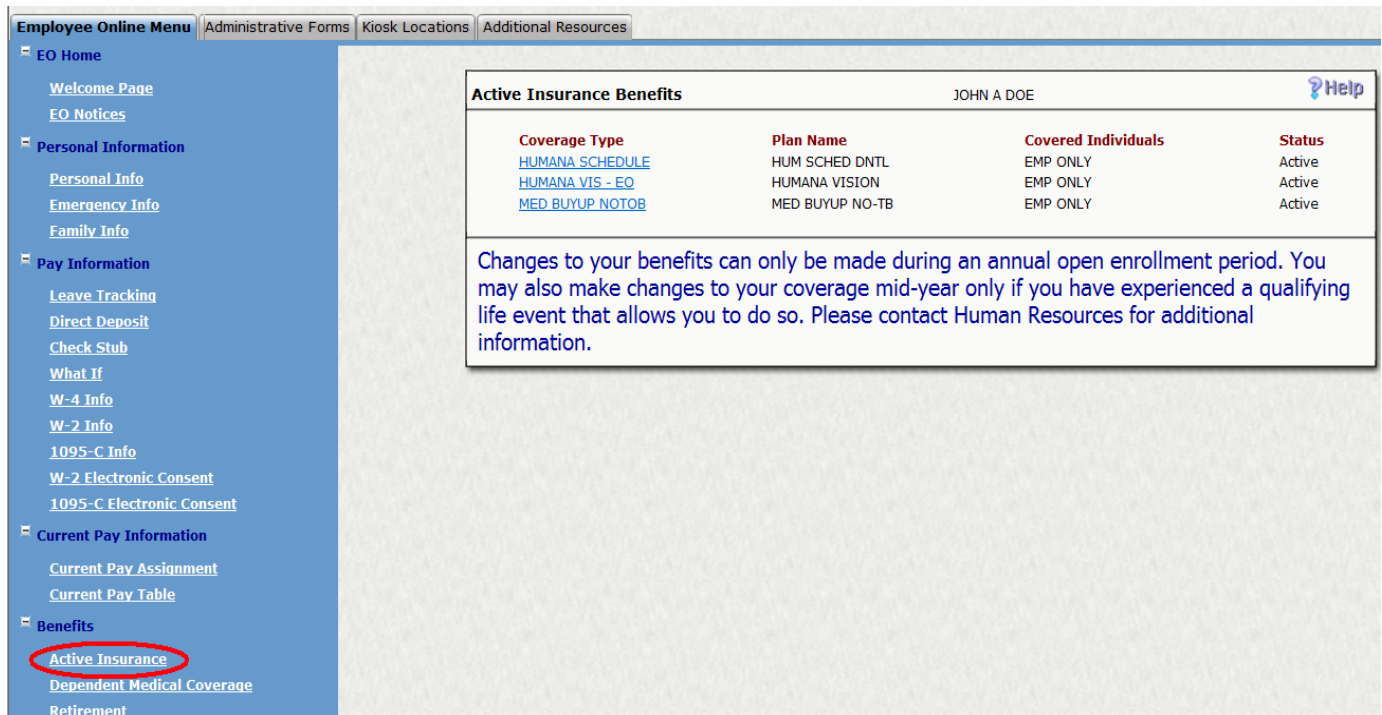
“Current Pay Table” Link

The Current Pay Table link is for employees to view the County’s current salary table (which is updated according to the County’s budget process.) When the link is selected, a notification will pop up that will direct you to the salary table. For more details, contact Human Resources.



“Active Insurance” Link

The Active Insurance link is for employees to view their current enrollment for voluntary insurance. Changes may be made once a year during open enrollment or in the case of a life-qualifying event. For more details, contact Human Resources.



The screenshot displays the 'Employee Online Menu' interface. On the left, a blue sidebar contains a list of links under various categories. The 'Benefits' category at the bottom has the 'Active Insurance' link circled in red. The main content area on the right is titled 'Active Insurance Benefits' for user 'JOHN A DOE'. It features a table with four columns: Coverage Type, Plan Name, Covered Individuals, and Status. Below the table, a text box provides information about the annual open enrollment period and the possibility of mid-year changes due to qualifying life events.

Coverage Type	Plan Name	Covered Individuals	Status
HUMANA SCHEDULE	HUM SCHED DNTL	EMP ONLY	Active
HUMANA VIS - EO	HUMANA VISION	EMP ONLY	Active
MED BUYUP NOTOB	MED BUYUP NO-TB	EMP ONLY	Active

Changes to your benefits can only be made during an annual open enrollment period. You may also make changes to your coverage mid-year only if you have experienced a qualifying life event that allows you to do so. Please contact Human Resources for additional information.

“Dependent Medical Coverage” Link

The Dependent Medical Coverage link is for employees to view the dependents covered under their County medical plan. For more details, contact Human Resources.

Employee Online Menu | Administrative Forms | Kiosk Locations | Additional Resources

- EO Home
 - Welcome Page
 - EO Notices
- Personal Information
 - Personal Info
 - Emergency Info
 - Family Info
- Pay Information
 - Leave Tracking
 - Direct Deposit
 - Check Stub
 - What If
 - W-4 Info
 - W-2 Info
 - 1095-C Info
 - W-2 Electronic Consent
 - 1095-C Electronic Consent
- Current Pay Information
 - Current Pay Assignment
 - Current Pay Table
- Benefits
 - Active Insurance
 - Dependent Medical Coverage**
 - Retirement

Dependent Medical Coverage Benefits JOHN A DOE [Help](#)

Name	Relation
Plan: HL2BEOFL MED PLAN B-FLEO Pre-Tax Benefit Active	

This screen reflects dependents only covered under the County's Medical plan.

“Retirement” Link

The Retirement link is for employees to view their mandatory retirement contributions. To see exact amounts, view the Check Stub link. For more details, contact Human Resources.

The screenshot displays the 'Employee Online Menu' interface. On the left, a blue sidebar contains a list of links. The 'Retirement' link under the 'Benefits' section is circled in red. The main content area shows the 'Retirement Benefits' page for 'JOHN A. DOE'. It includes a table with retirement plan details and links to external vendor websites.

Coverage Type	Plan Name	Employee Contrib
TCDRS PENSION	TCDRS	7.000%
AUL ALT PLAN	AUL	6.130%

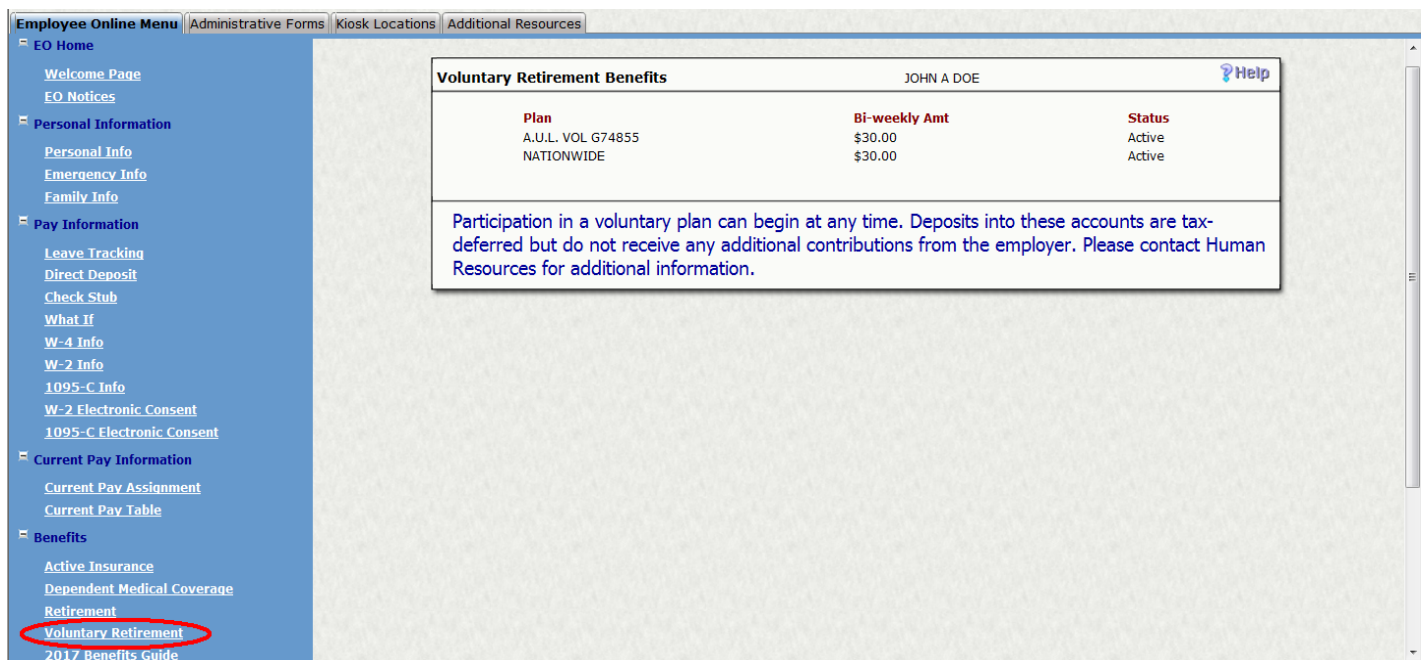
For more information on your retirement benefits, click on the links below to visit the vendor's website.

[TCDRS Direct Link](#)

[AUL \(One America\)](#)

“Voluntary Retirement Account” Link

The Voluntary Retirement Account link is for employees to view their voluntary contributions to an alternate retirement plan. For more details, contact Human Resources.



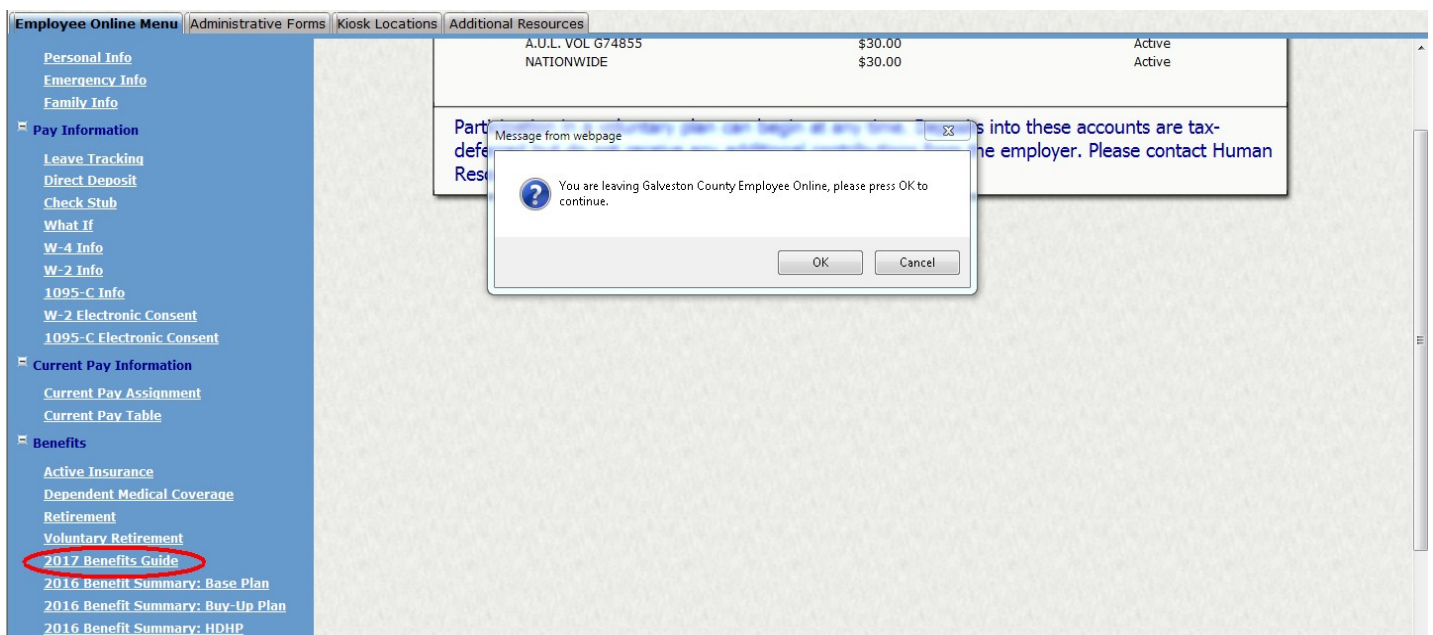
The screenshot displays the 'Employee Online Menu' interface. On the left, a blue sidebar contains a list of links. The 'Voluntary Retirement' link is circled in red. The main content area on the right shows the 'Voluntary Retirement Benefits' page for 'JOHN A DOE'. This page includes a table with columns for Plan, Bi-weekly Amt, and Status, and a paragraph of explanatory text.

Plan	Bi-weekly Amt	Status
A.U.L. VOL G74855	\$30.00	Active
NATIONWIDE	\$30.00	Active

Participation in a voluntary plan can begin at any time. Deposits into these accounts are tax-deferred but do not receive any additional contributions from the employer. Please contact Human Resources for additional information.

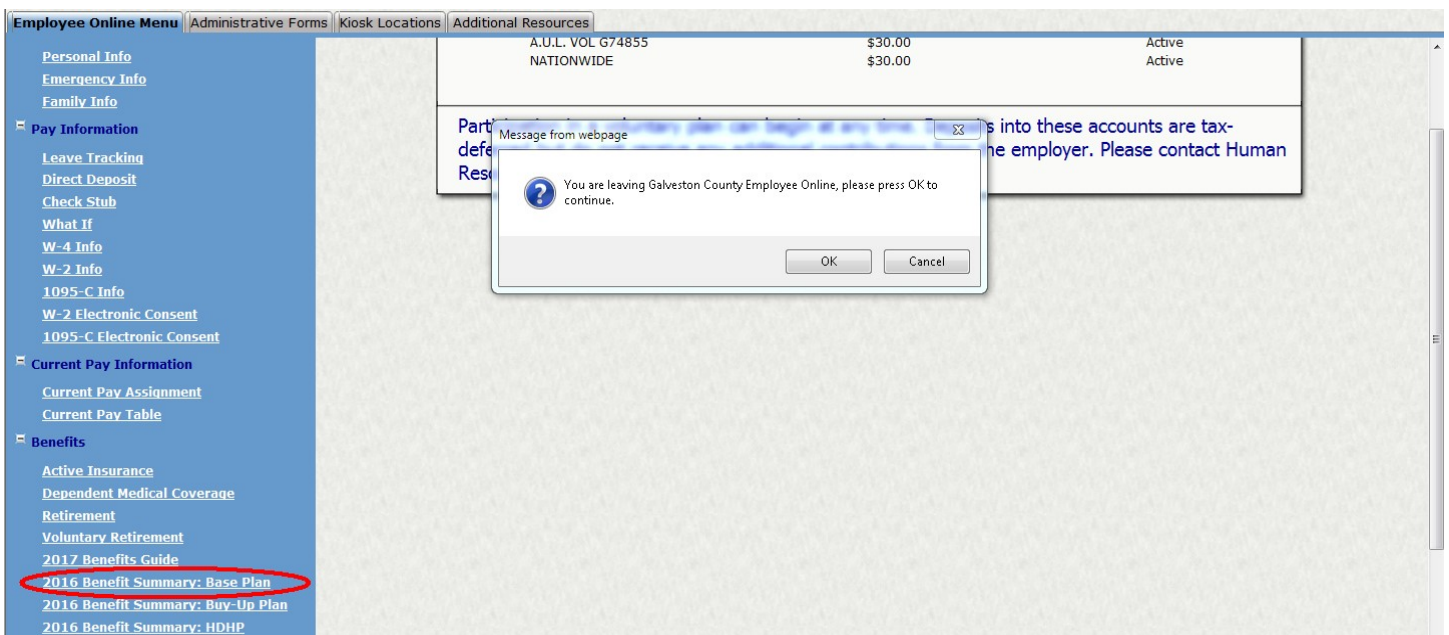
“Yearly Benefits Guide” Link

The Yearly Benefits Guide link is for employees to view details of all benefits that the County offers (medical, vacation, gym membership reimbursements, etc.) When the link is selected, a notification will pop up that will direct you to the Benefits Guide page. For more details, contact Human Resources.



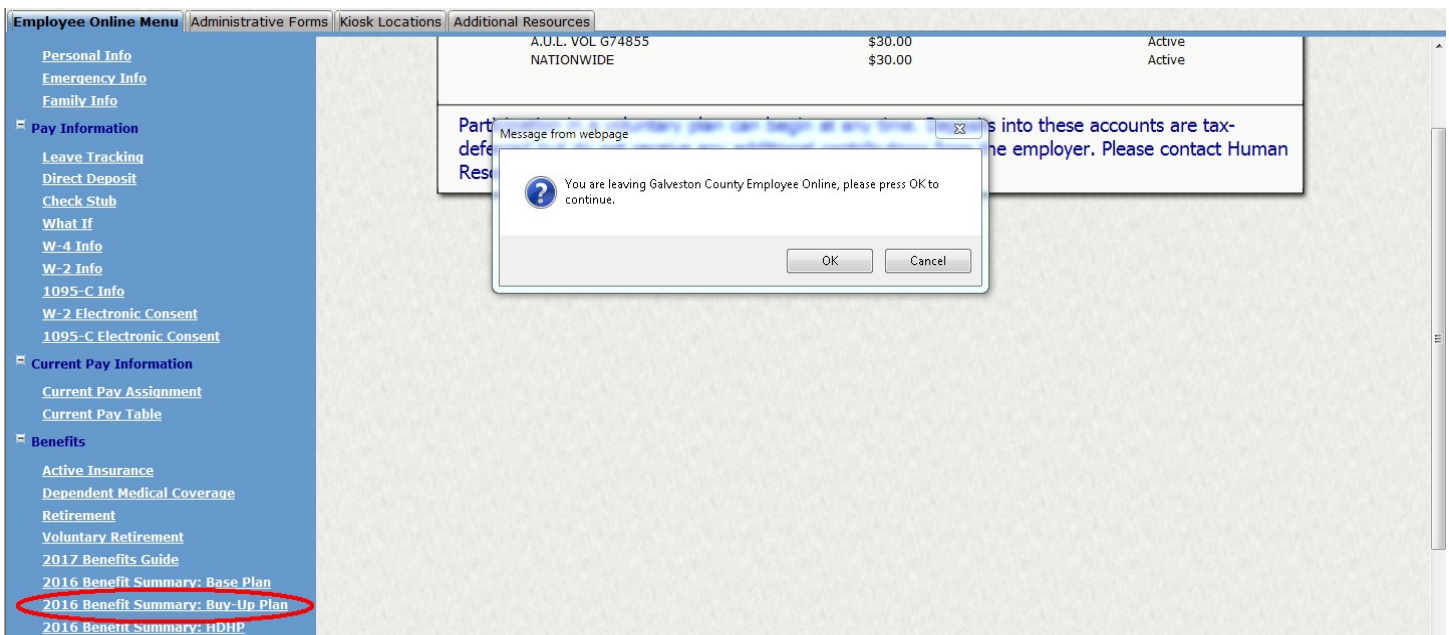
“Current Benefit Summary Base Plan” Link

The Current Benefit Summary Base Plan link is for employees to view details relating to the County's medical base plan. When the link is selected, a notification will pop up that will direct you to the Benefits Summary Base Plan page. For more details, contact Human Resources.



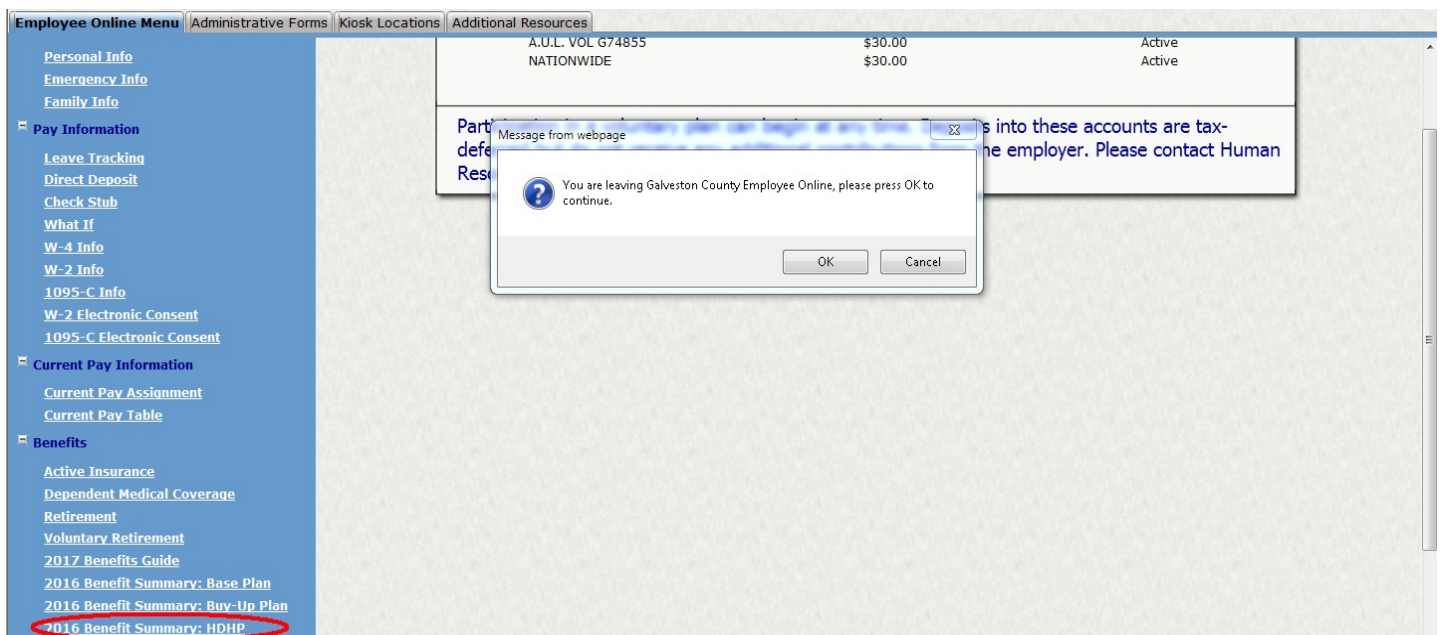
“Current Benefit Summary Buy-Up Plan” Link

The Current Benefit Summary Buy-Up Plan link is for employees to view details relating to the County's medical buy-up plan. When the link is selected, a notification will pop up that will direct you to the Benefits Summary: Buy-Up Plan page. For more details, contact Human Resources.



“Current Benefit Summary HDHP Plan” Link

The Current Benefit Summary HDHP Plan link is for employees to view details relating to the County’s medical high deductible health plan. When the link is selected, a notification will pop up that will direct you to the Benefits Summary: HDHP page. For more details, contact Human Resources.

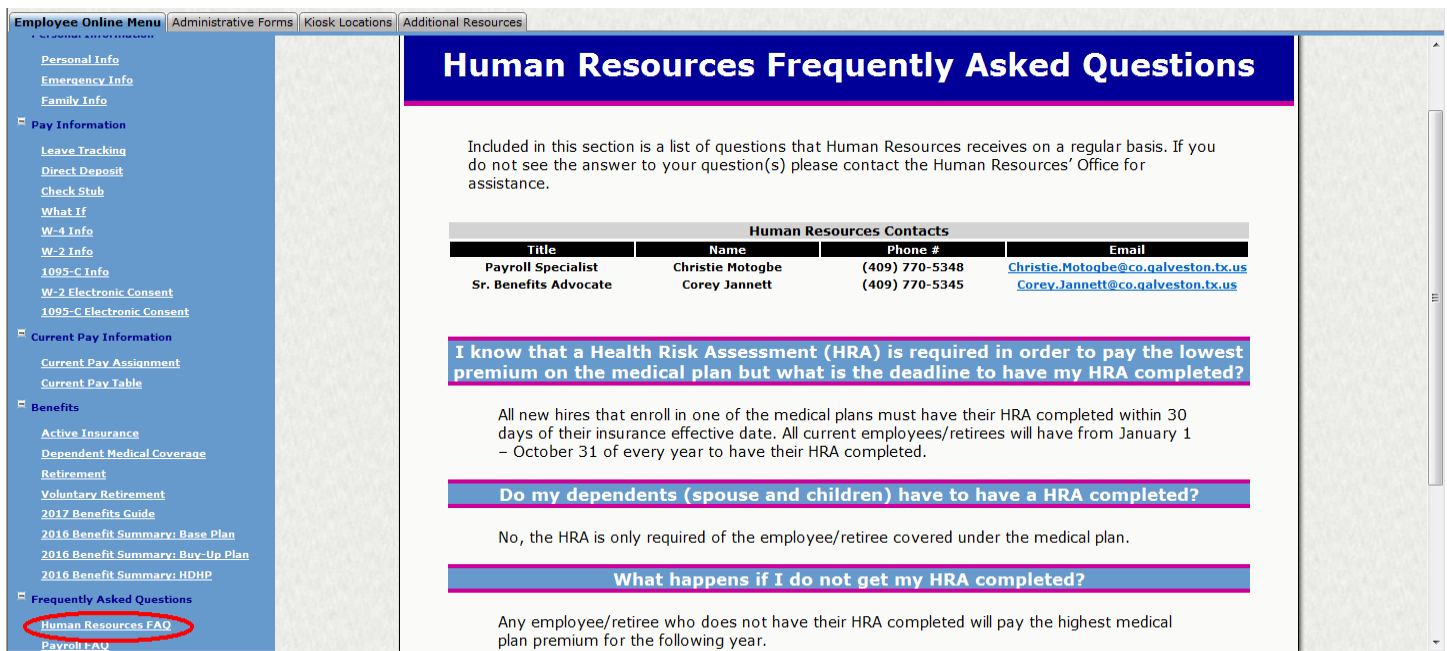


“Frequently Asked Questions”



“Human Resources FAQ” Link

The Human Resources FAQ link is for employees to view HR’s helpful answers to their most Frequently Asked Questions. For more details, contact Human Resources.



The screenshot shows the 'Employee Online Menu' with a sidebar on the left and a main content area on the right. The sidebar contains various links categorized under 'Personal Info', 'Pay Information', 'Current Pay Information', 'Benefits', and 'Frequently Asked Questions'. The 'Human Resources FAQ' link is highlighted with a red circle under the 'Frequently Asked Questions' category. The main content area is titled 'Human Resources Frequently Asked Questions' and includes a paragraph about the purpose of the section, a table of 'Human Resources Contacts', and three FAQ items related to Health Risk Assessments (HRA).

Employee Online Menu | Administrative Forms | Kiosk Locations | Additional Resources

Human Resources Frequently Asked Questions

Included in this section is a list of questions that Human Resources receives on a regular basis. If you do not see the answer to your question(s) please contact the Human Resources' Office for assistance.

Human Resources Contacts			
Title	Name	Phone #	Email
Payroll Specialist	Christie Motogbe	(409) 770-5348	Christie.Motogbe@co.galveston.tx.us
Sr. Benefits Advocate	Corey Jannett	(409) 770-5345	Corey.Jannett@co.galveston.tx.us

I know that a Health Risk Assessment (HRA) is required in order to pay the lowest premium on the medical plan but what is the deadline to have my HRA completed?

All new hires that enroll in one of the medical plans must have their HRA completed within 30 days of their insurance effective date. All current employees/retirees will have from January 1 – October 31 of every year to have their HRA completed.

Do my dependents (spouse and children) have to have a HRA completed?

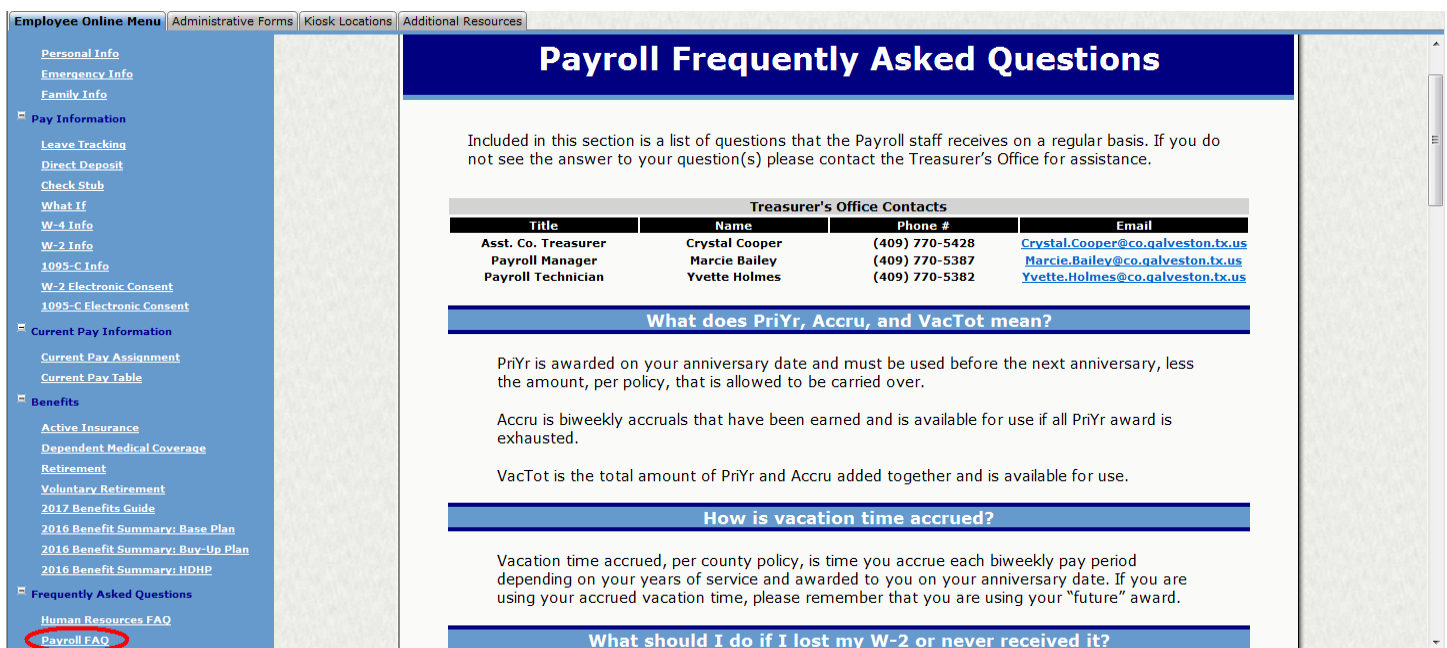
No, the HRA is only required of the employee/retiree covered under the medical plan.

What happens if I do not get my HRA completed?

Any employee/retiree who does not have their HRA completed will pay the highest medical plan premium for the following year.

“Payroll FAQ” Link

The Payroll FAQ link is for employees to view the Treasurer’s helpful answers to their most Frequently Asked Questions. For more details, contact the Treasurer’s Office.



The screenshot shows the 'Employee Online Menu' with various categories. The 'Payroll FAQ' link is highlighted with a red circle. The main content area displays 'Payroll Frequently Asked Questions' with a list of questions and answers. The 'Payroll FAQ' link is highlighted in red in the left sidebar.

Employee Online Menu | Administrative Forms | Kiosk Locations | Additional Resources

- Personal Info
- Emergency Info
- Family Info
- Pay Information
 - Leave Tracking
 - Direct Deposit
 - Check Stub
 - What If
 - W-4 Info
 - W-2 Info
 - 1095-C Info
 - W-2 Electronic Consent
 - 1095-C Electronic Consent
- Current Pay Information
 - Current Pay Assignment
 - Current Pay Table
- Benefits
 - Active Insurance
 - Dependent Medical Coverage
 - Retirement
 - Voluntary Retirement
 - 2017 Benefits Guide
 - 2016 Benefit Summary: Base Plan
 - 2016 Benefit Summary: Buy-Up Plan
 - 2016 Benefit Summary: HDHP
- Frequently Asked Questions
 - Human Resources FAQ
 - Payroll FAQ**

Payroll Frequently Asked Questions

Included in this section is a list of questions that the Payroll staff receives on a regular basis. If you do not see the answer to your question(s) please contact the Treasurer’s Office for assistance.

Treasurer’s Office Contacts			
Title	Name	Phone #	Email
Asst. Co. Treasurer	Crystal Cooper	(409) 770-5428	Crystal.Cooper@co.galveston.tx.us
Payroll Manager	Marcie Bailey	(409) 770-5387	Marcie.Bailey@co.galveston.tx.us
Payroll Technician	Yvette Holmes	(409) 770-5382	Yvette.Holmes@co.galveston.tx.us

What does PriYr, Accru, and VacTot mean?

PriYr is awarded on your anniversary date and must be used before the next anniversary, less the amount, per policy, that is allowed to be carried over.

Accru is biweekly accruals that have been earned and is available for use if all PriYr award is exhausted.

VacTot is the total amount of PriYr and Accru added together and is available for use.

How is vacation time accrued?

Vacation time accrued, per county policy, is time you accrue each biweekly pay period depending on your years of service and awarded to you on your anniversary date. If you are using your accrued vacation time, please remember that you are using your “future” award.

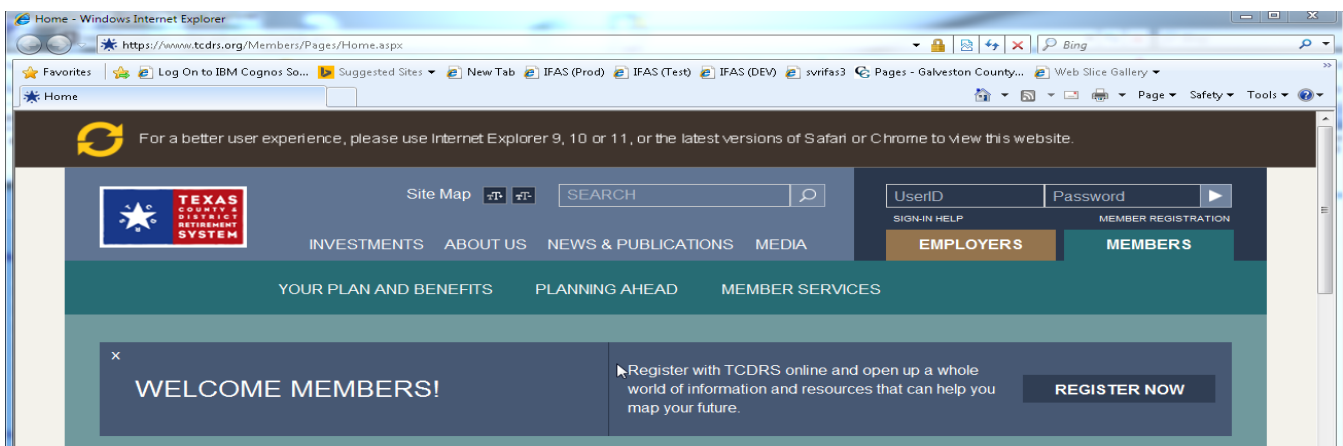
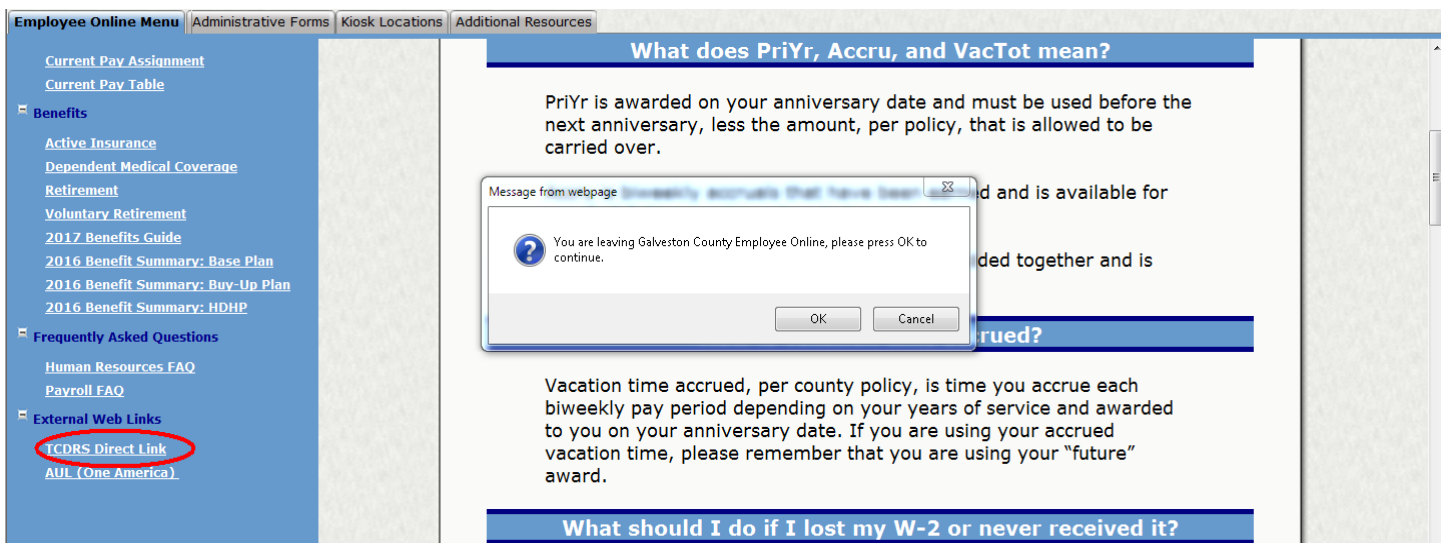
What should I do if I lost my W-2 or never received it?

External Web Links



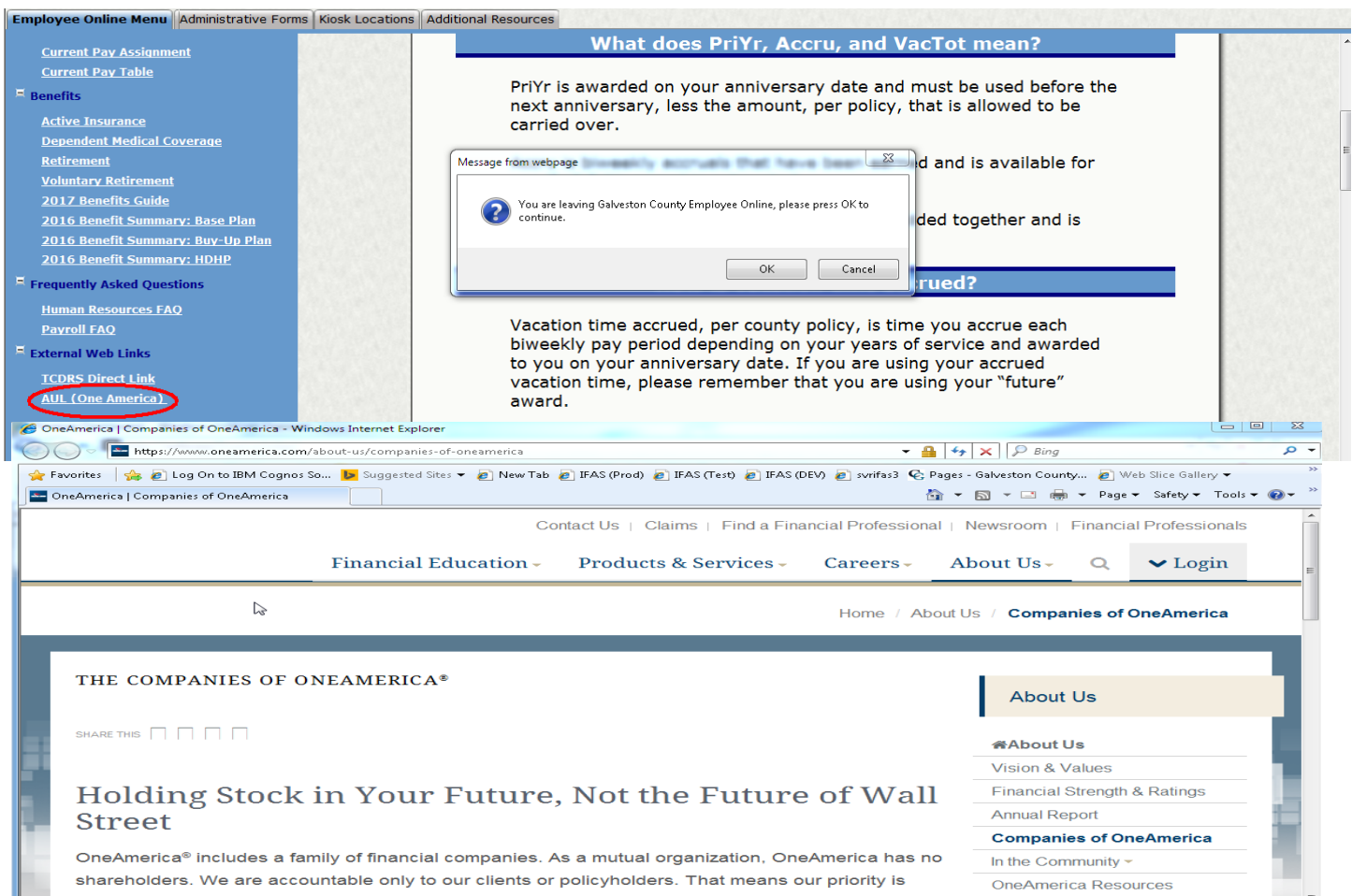
“TCDRS Direct” Link

The TCDRS Direct Link points employees to the TCDRS website. Aside from the retirement benefit(s) listed on the check stub, employees can view additional account information such as the total amount, when they are eligible to retire, etc. For more details, contact Human Resources.



“AUL (One America)” Link

The AUL (One America) link points employees to the AUL’s website. Aside from what is found on the check stub, employees can view additional information regarding their mandatory alternate retirement (replacement to Social Security) benefit. For more details, contact Human Resources.

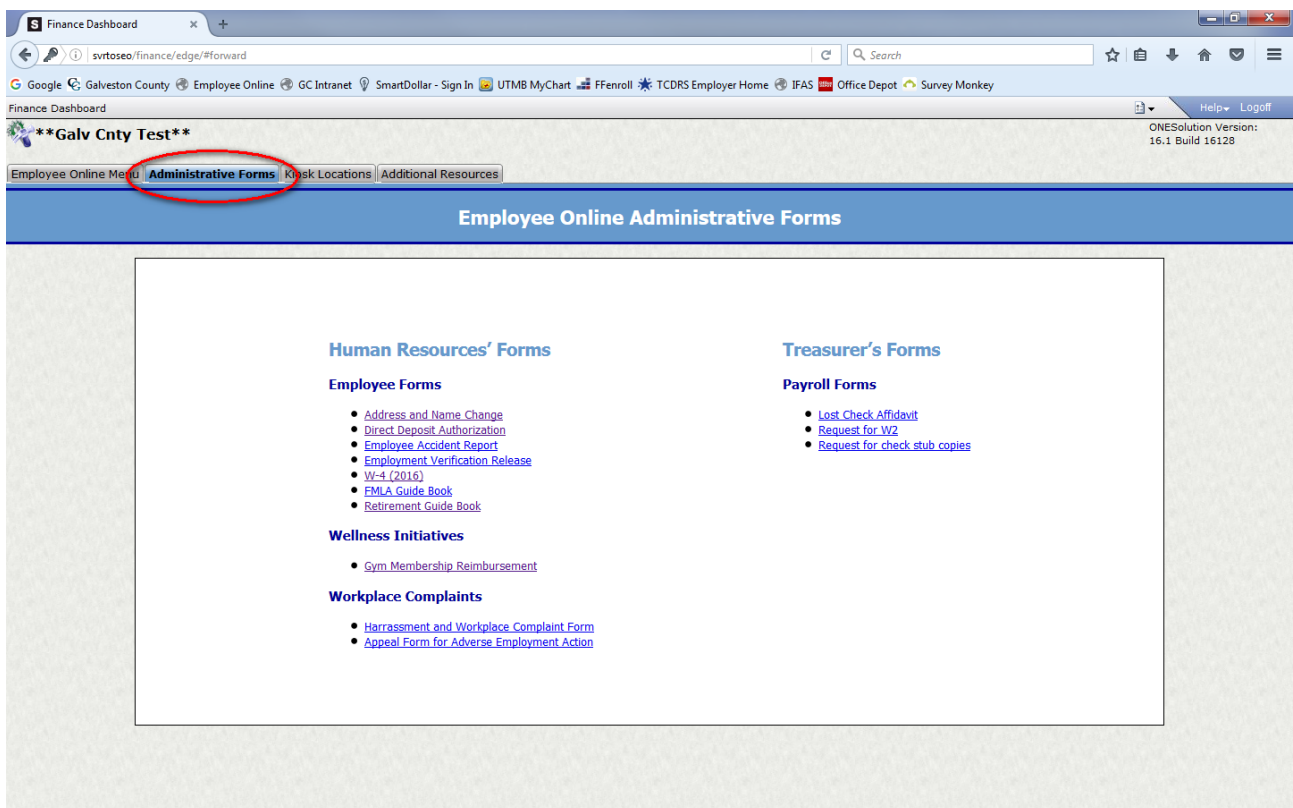


Other Helpful Resources



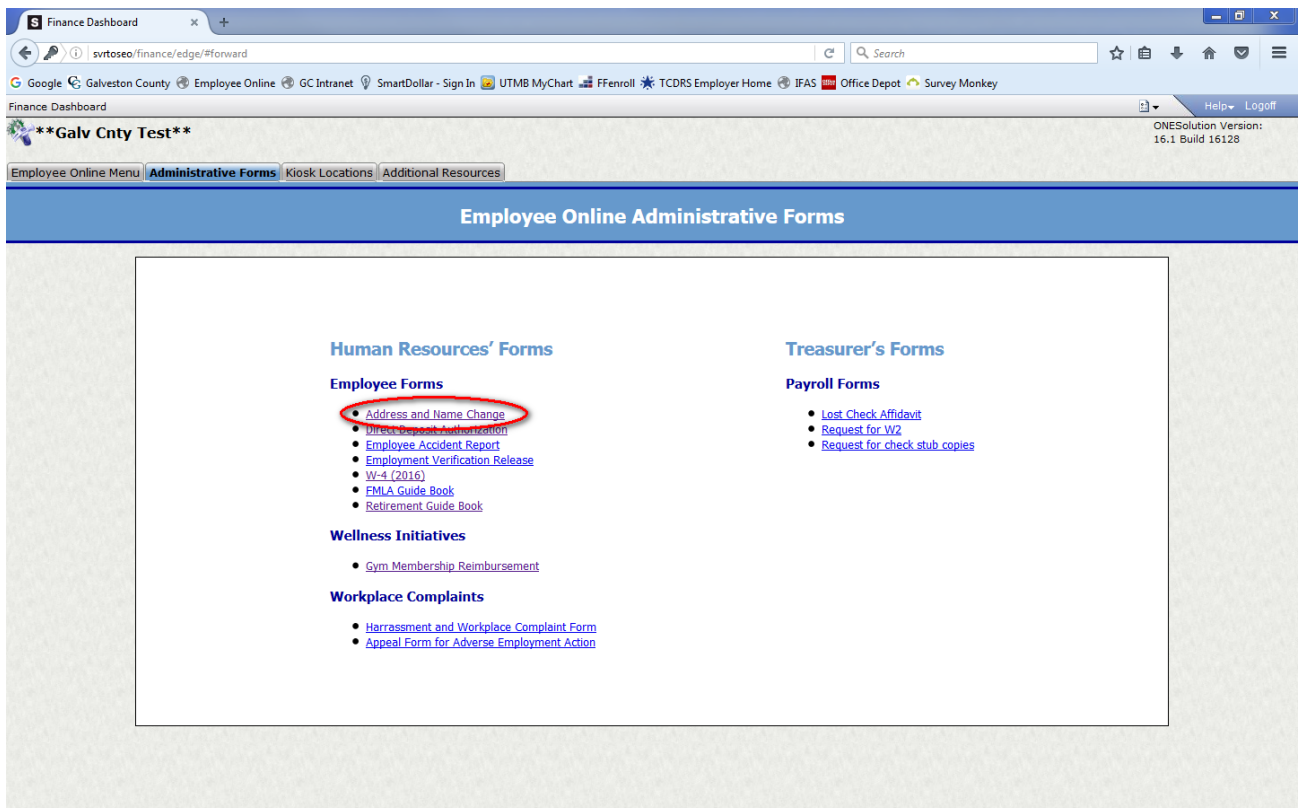
Administrative Forms tab

The Administrative Forms tab is found on the top left side of the screen. On this tab, there are links to several helpful forms from Human Resources and the Treasurer's Office.



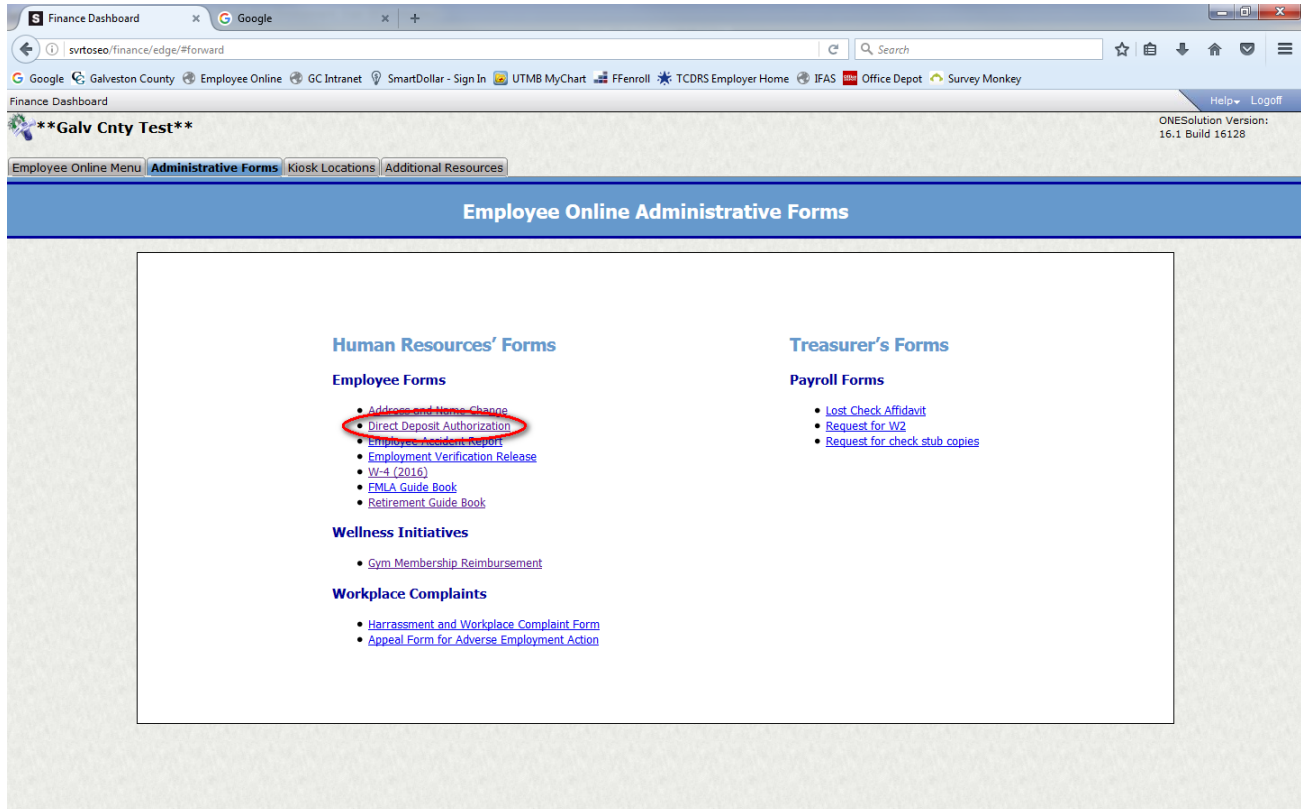
“Address and Name Change” Link

The Address and Name Change link is for employees to access the HR Name & Address Change Form, which may then be submitted to Human Resources. For more details, contact Human Resources.



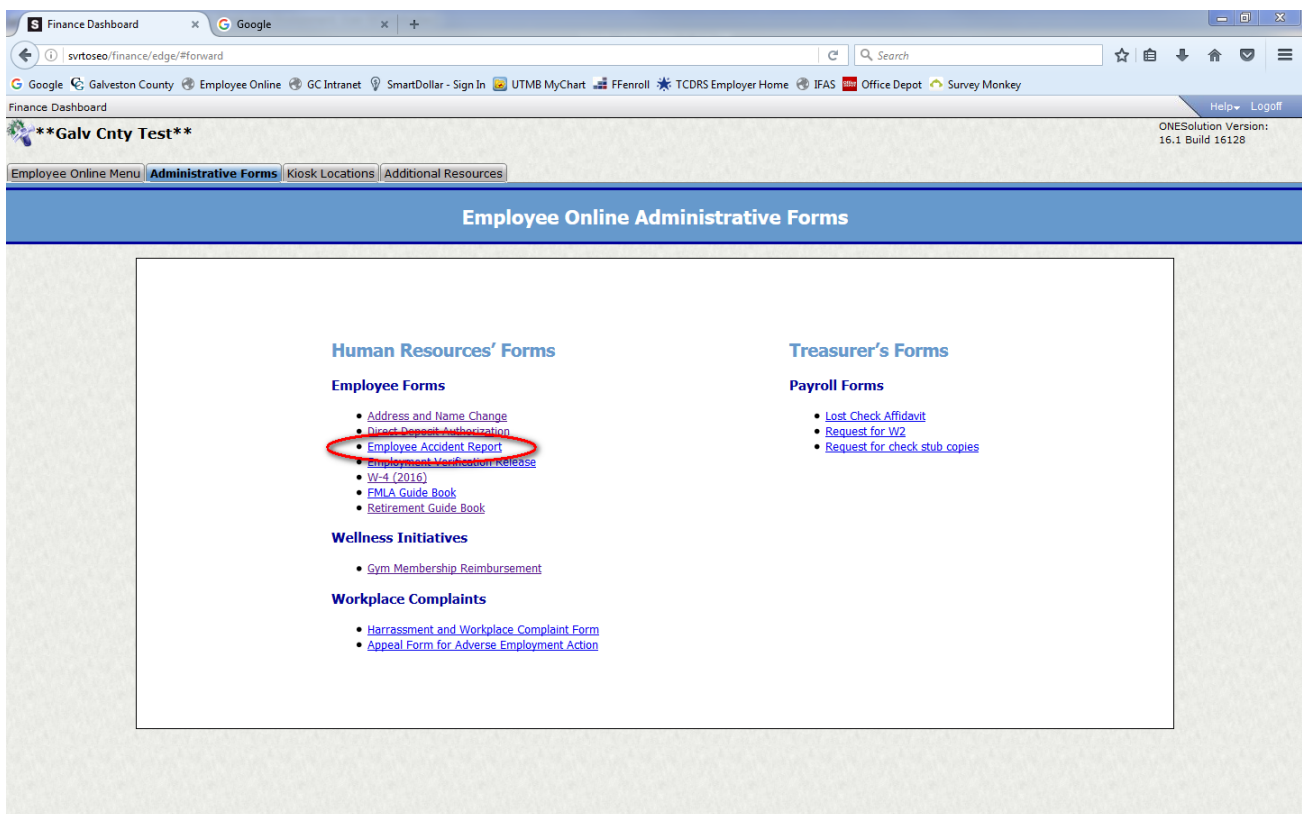
“Direct Deposit Authorization” Link

The Direct Deposit Authorization link is for employees to access the HR Direct Deposit Form, which may then be submitted to Human Resources. For more details, contact Human Resources.



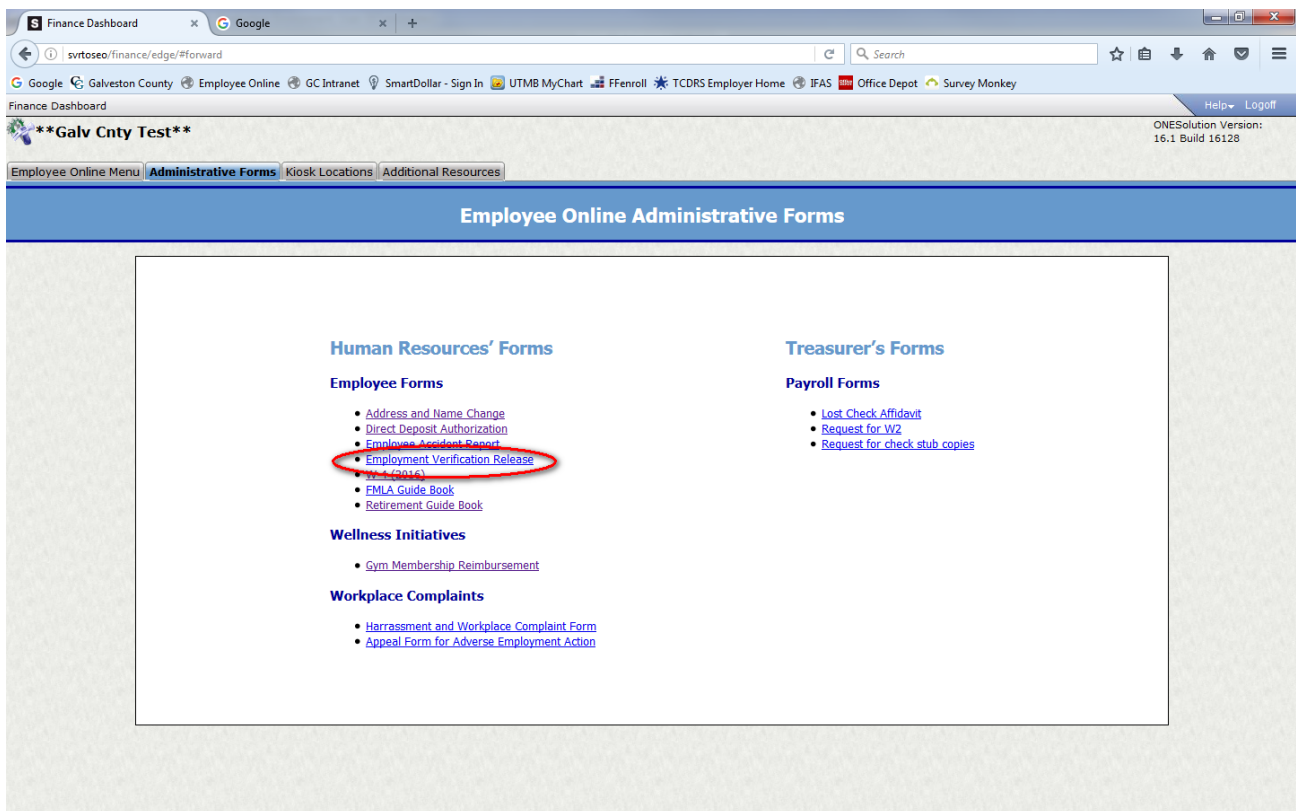
“Employee Accident Report” Link

The Employee Accident Report link is for employees to access the HR Employee Accident Report Form, which may then be submitted to Human Resources. For more details, contact Human Resources.



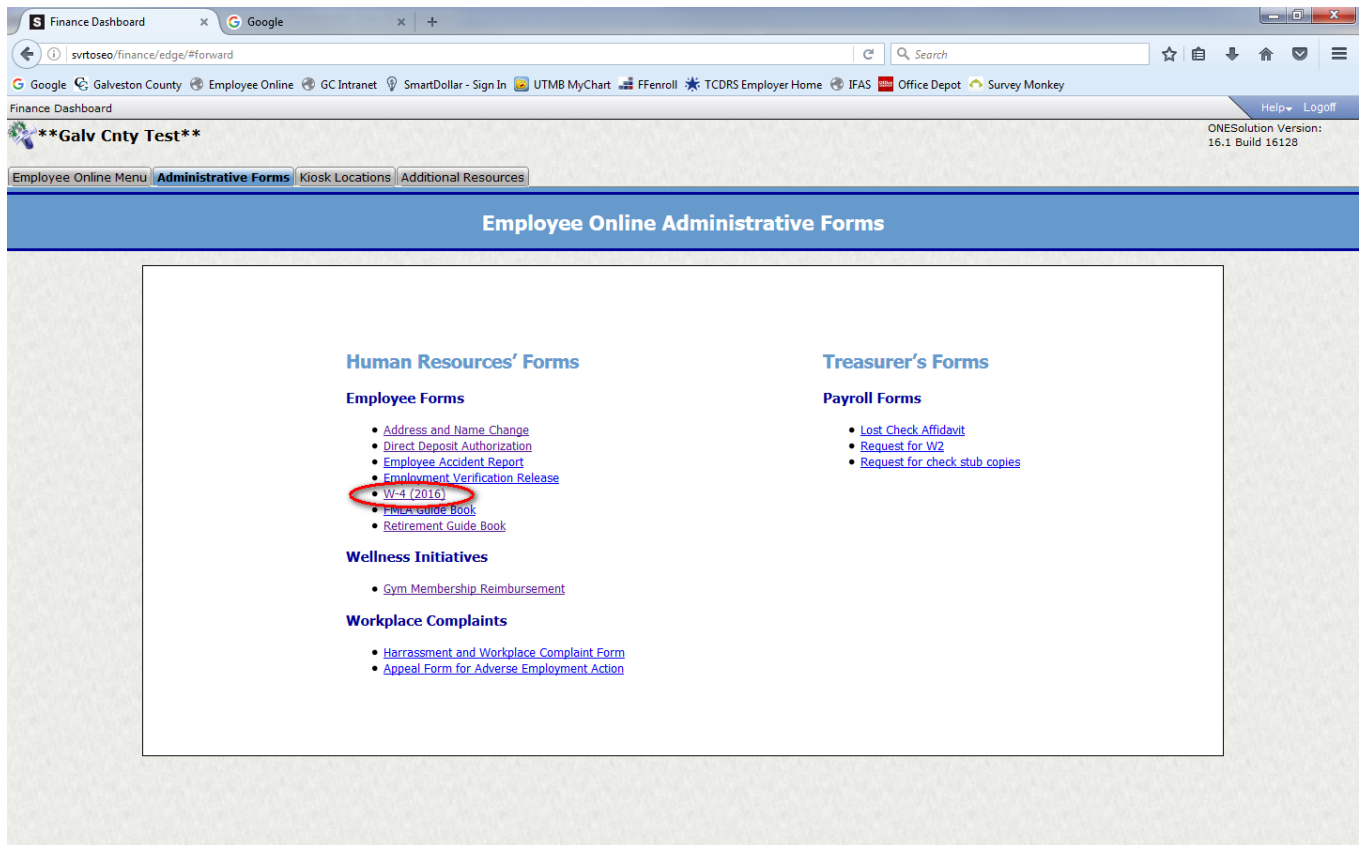
“Employment Verification Release” Link

The Employment Verification Release link is for employees to access the HR Employment Verification Release Form, for employment verifications, which may then be submitted to Human Resources. For more details, contact Human Resources.



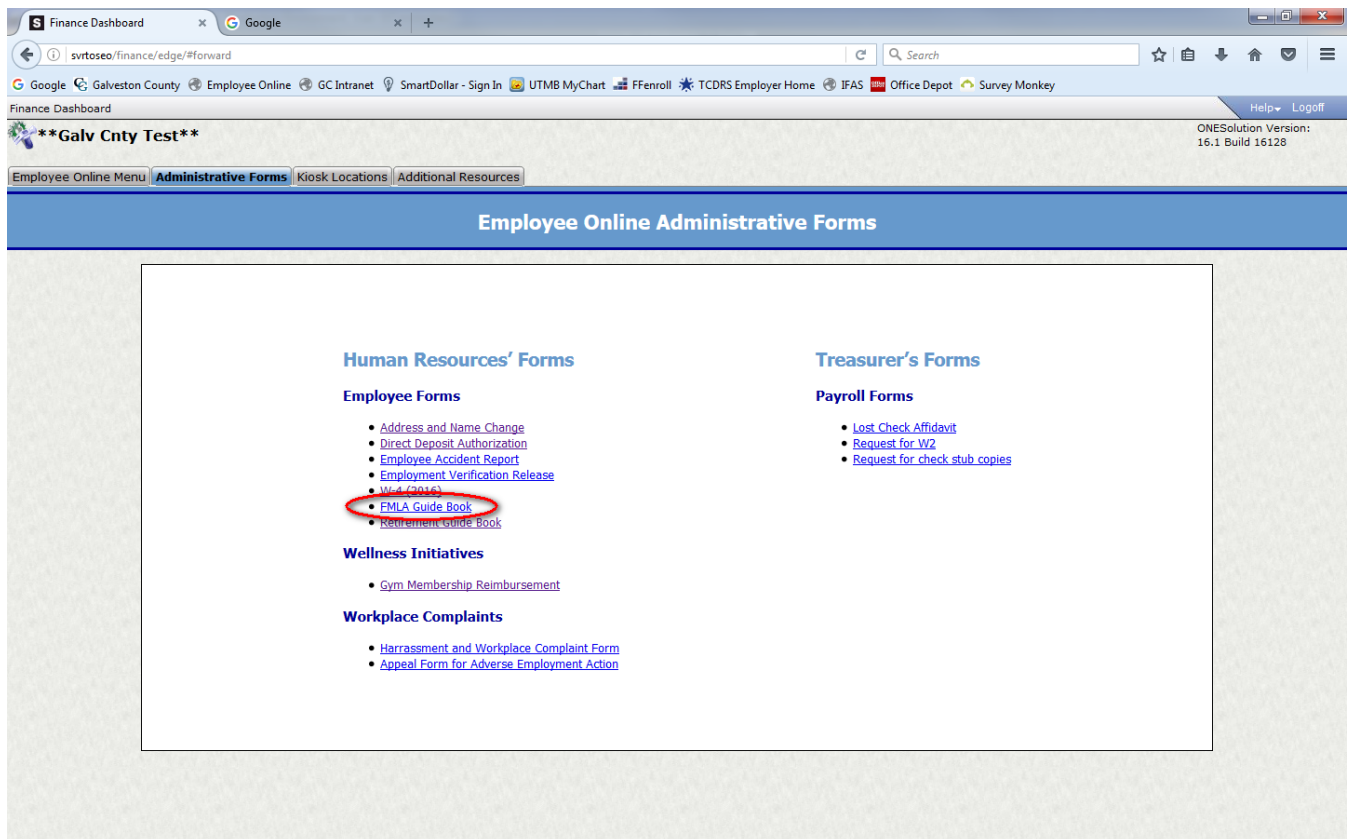
“W-4 Form” Link

The W-4 Form link is for employees to access the current IRS W-4 Form, which may then be submitted to Human Resources for tax withholding changes. For more details, contact Human Resources.



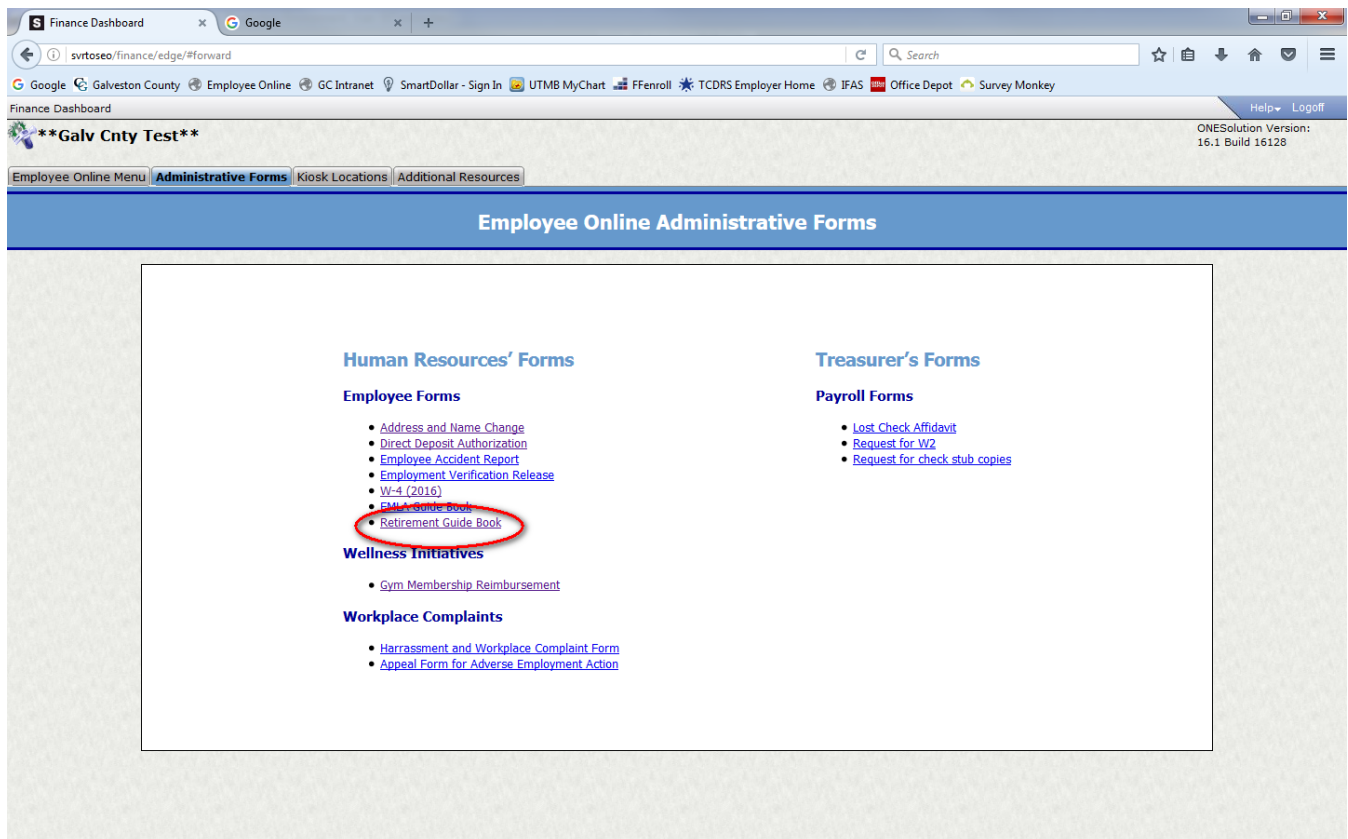
“FMLA Guidebook” Link

The FMLA Guidebook link is for employees to access the HR FMLA Guidebook and forms, which may then be submitted to Human Resources. For more details, contact Human Resources.



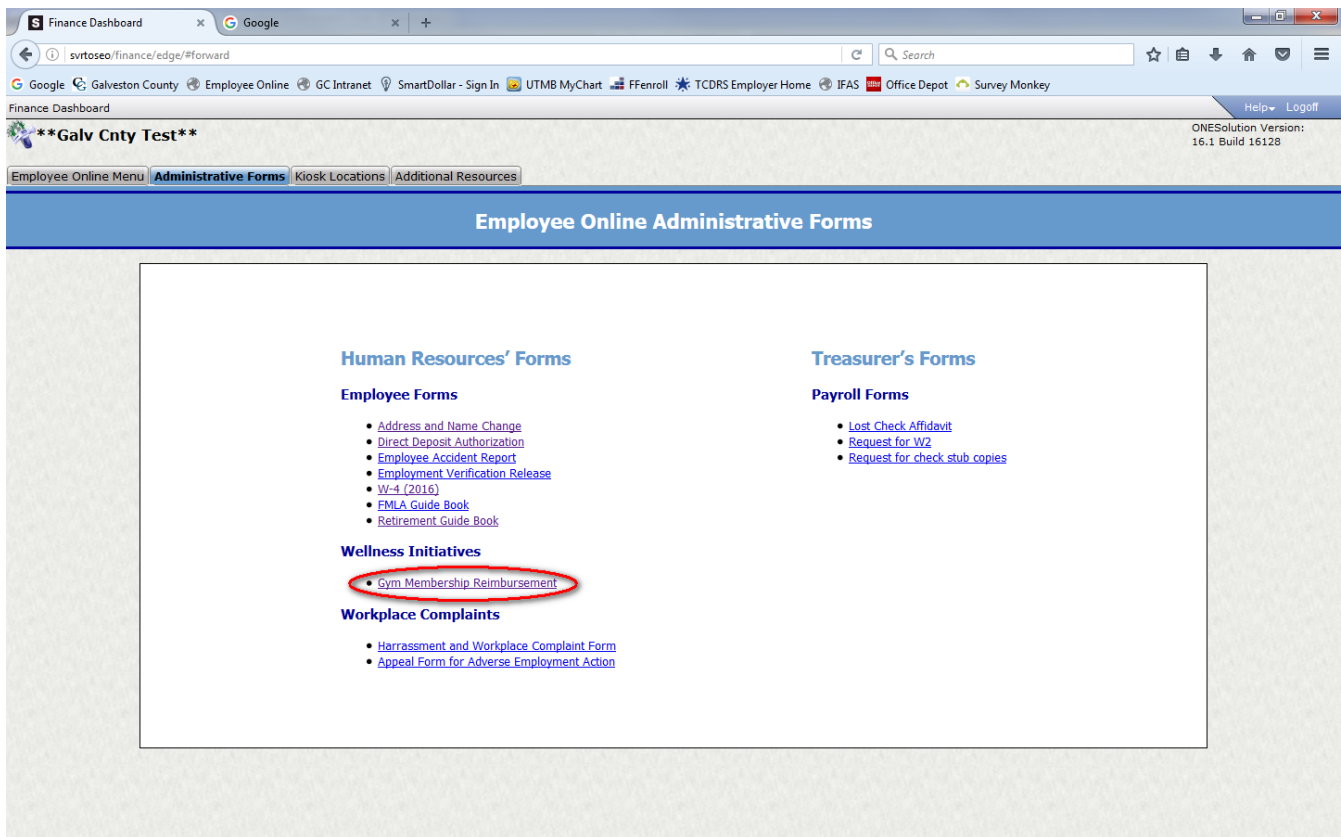
“Retirement Guidebook” Link

The Retirement Guidebook link is for employees to access the HR Retirement Guide and forms, which may then be submitted to Human Resources. For more details, contact Human Resources.



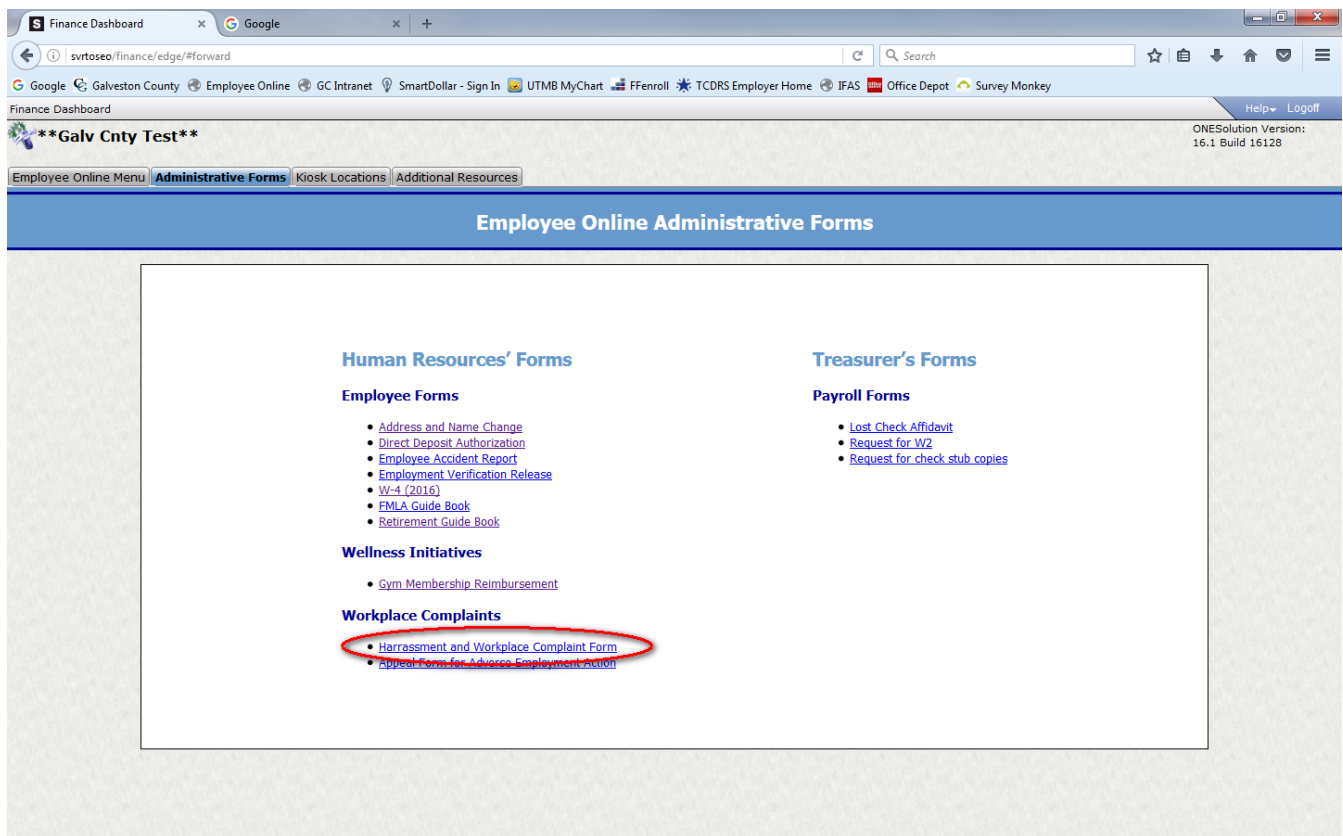
“Gym Membership Reimbursement” Link

The Gym Membership Reimbursement link is for employees to access the HR Gym Membership Reimbursement Form, which may then be submitted to Human Resources. For more details, contact Human Resources.



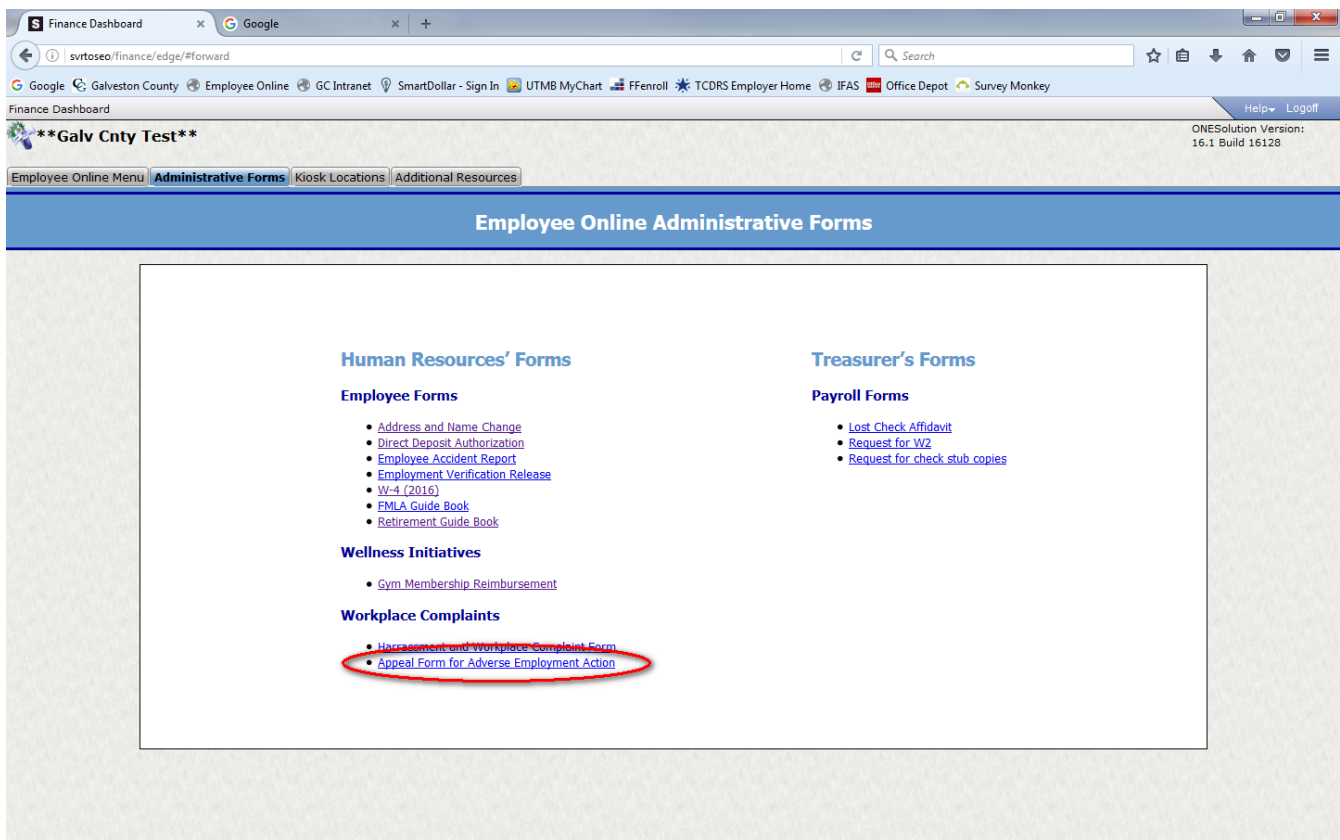
“Harassment and Workplace Complaint Form” Link

The Harassment and Workplace Complaint Form link is for employees to access the HR Harassment and Workplace Complaint Form, which may then be submitted to Human Resources. For more details, contact Human Resources.



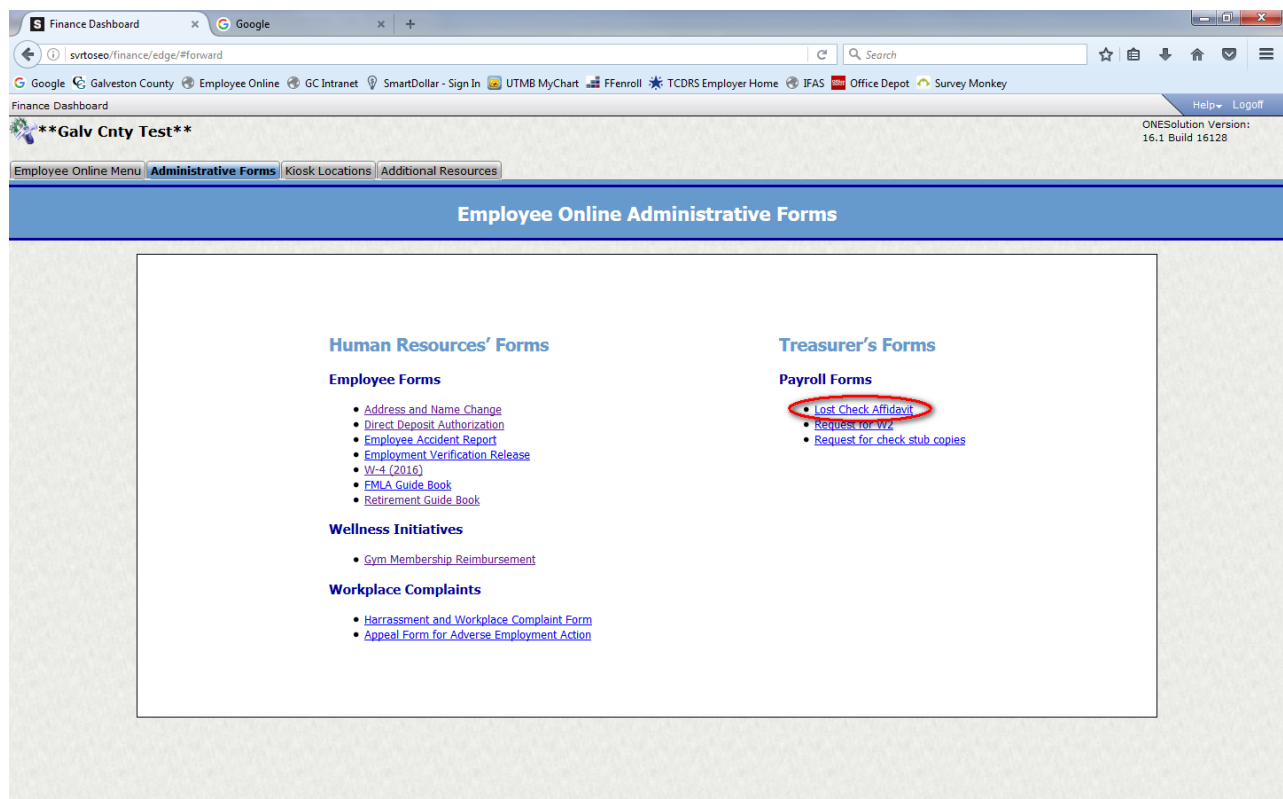
“Appeal Form for Adverse Employment Action” Link

The Appeal Form for Adverse Employment Action link is for employees to access the HR Appeal Form for Adverse Employment Action, which may then be submitted to Human Resources. For more details, contact Human Resources.



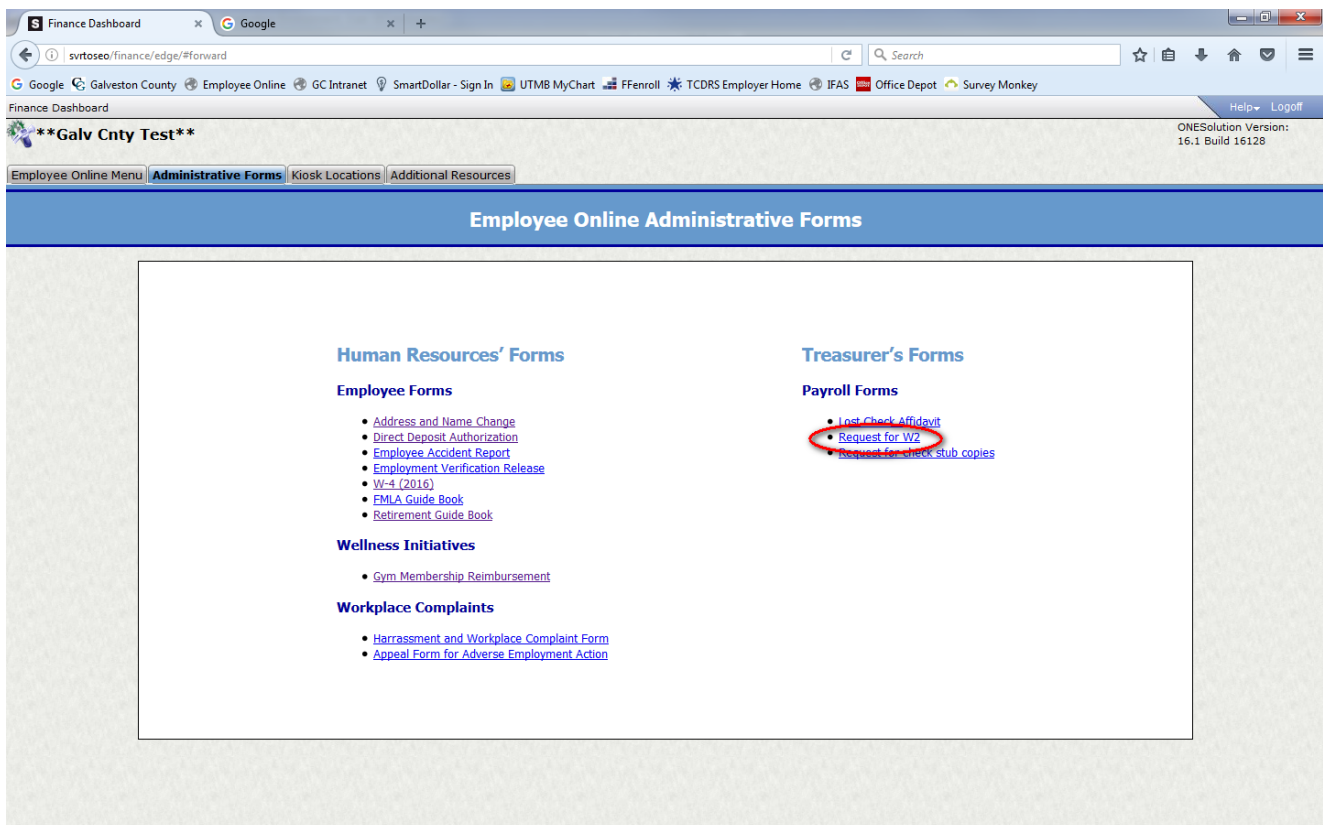
“Lost Check Affidavit” Link

If a payroll check has been misplaced, lost or stolen, print the “Lost Check Affidavit Form” by clicking on the “Lost Check Affidavit” link, complete the form, and submit it online or mail it directly to the Treasurer's Office.



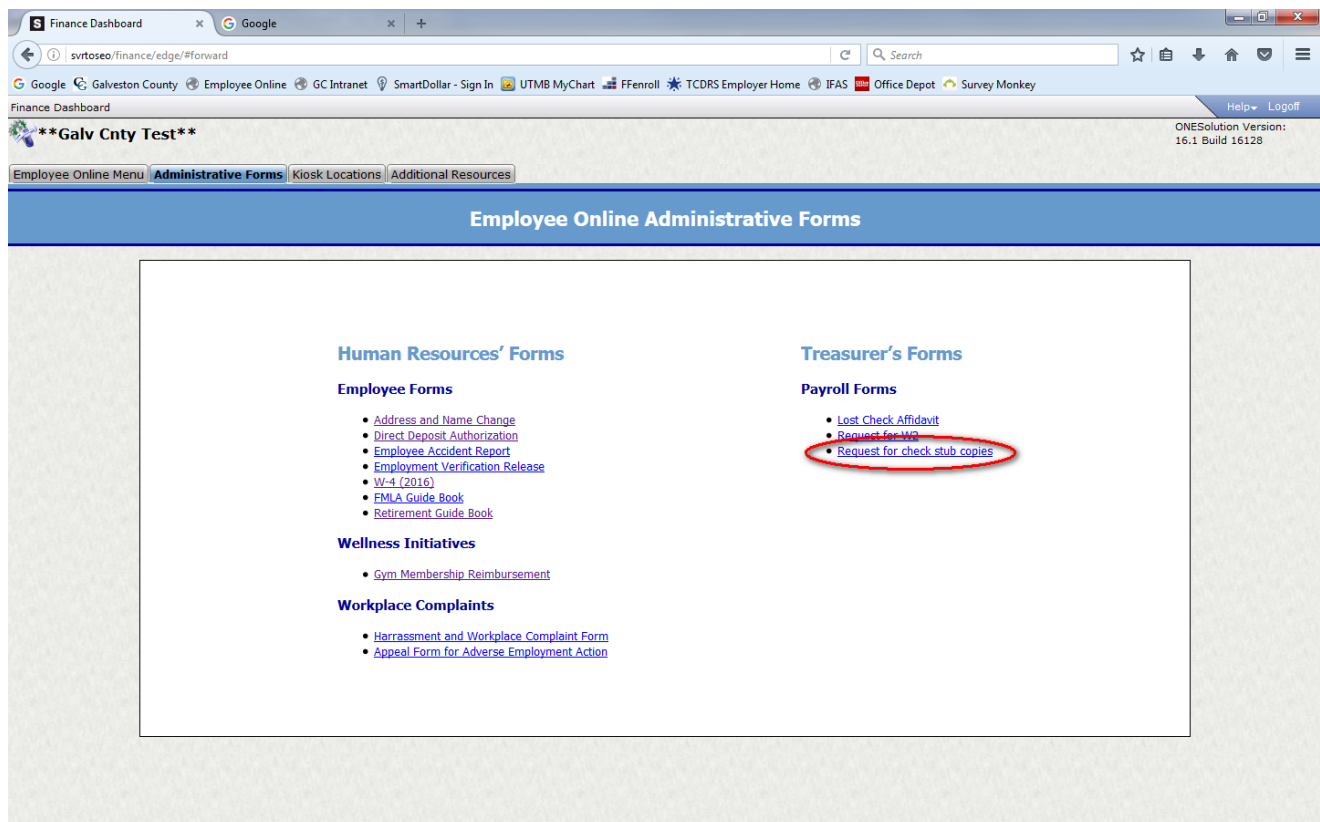
“Request for W-2” Link

If a previous year W-2 is not available online, you are unable to print, or unable to visit one of our convenient Kiosk locations, complete and submit the “Request for W-2” form online or print and mail it directly to the Treasurer’s Office.



“Request for Check Stub Copies” Link

If a previous year check stub is not available online, you are unable to print or unable to visit one of our convenient Kiosk locations, complete and submit the form online or print and mail it directly to the Treasurer's Office.



Kiosk Locations tab

The Kiosk Locations tab is found on the top left side of the screen. On this tab are listed the locations of County-provided kiosks for Employee Online use. These kiosks are available during each location's normal hours of operation for employees to access Employee Online at their convenience and outside of their work schedule. For more details, contact Human Resources or the Treasurer's Office.

Employee Online Menu Administrative Forms **Kiosk Locations** Additional Resources

Employee Online Kiosk Locations

Galveston County Employee Online self-service portal is accessible from any location with internet access. For anyone that may not have access to the internet, nine (9) convenient kiosk locations have been provided for easy access:

Human Resources (2 Kiosks) Galveston County Courthouse Bldg 722 Moody Ave - 3 rd Floor Galveston, Texas 77550 Click Here to View a Map	Galveston County Treasurer's Office Galveston County Courthouse Bldg 722 Moody Ave - 4 th Floor Galveston, Texas 77550 Click Here to View a Map
Carbide Park - Administration Bldg Galveston County Extension Services 4102 Main Street (FM 519) La Marque, Texas 77568	County Clerk's Office - North County Building Galveston County Annex 174 Calder Road, Room 149 League City, Texas 77573

“Additional Resources” tab



The Additional Resources tab is found on the top left side of the screen. On this tab there will be:

- Instructional videos for general employee online
- In-depth explanations of items of interest, such as check stubs.

Check back from time to time to see what has been added. For more details/feedback/suggestions regarding additional resources for Employee Online, contact Human Resources or the Treasurer's Office.

We hope you enjoy Employee Online!